



QUICKBOOKS FOR CPAs - 2005

**BUSINESS PRACTICAL APPLICATIONS
ADVISORCPE**

QUICKBOOKS FOR CPAs

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QUICKBOOKS FOR CPAs

COURSE INFORMATION

Learning Objectives	To increase the productivity of accountants using QuickBooks.
Course Level	Intermediate – Advanced
Pre-Requisites	Basic familiarity with QuickBooks
Advanced Preparation	None
Presentation Method	Lecture with follow up materials
Recommended CPE Credit	8 hours
Handouts	Checklists, manual
Instructors	J. Carlton Collins, CPA



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Today, QuickBooks is used by over 2 million customers. Whether you are a user yourself, or you are providing advice and services to your clients, it's time that you mastered QuickBooks once and for all.

In this one day CPE course, you will learn how to use QuickBooks to its fullest potential. You will learn what to watch out for, how to maximize the capabilities of QuickBooks, when it is time to move to another system, how to extract the information you need for other applications such as tax software, workpaper tools, Microsoft Office products, and more. You will also learn about the latest product developments including QuickBooks Simple Start, the Accountant edition Financial Statement Designer, and security changes in Enterprise.

In this class, we will bring you up to date on the latest developments in QuickBooks, QuickBooks Basic, QuickBooks Pro, QuickBooks Premier, QuickBooks Online, QuickBooks Enterprise, and QuickBooks Point of Sale. We will also apprise you of developments with the QuickBooks acquisitions of American Fundware, Master Builder, and Eclipse Software, to name

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a few. QuickBooks is on the move and this class is designed to help you keep up. A few features and highlights from the course include:

- Accepting credit card receipts within QuickBooks
- Paying bills online
- Importing credit card details into QuickBooks via the web rather than inputting them manually
- Important setup options
- Exporting data to Microsoft Office
- Pricing levels which now include up to 100 price levels
- Working with inventory - this can be tricky in QuickBooks
- Working with Jobs in QuickBooks
- Managing reporting periods within QuickBooks - the number one source of trouble
- Recovering from improper data entry - what every CPA needs to know – it's really easy if you know the undocumented tricks
- Report Writing - QuickBooks actually has some of the best report writing capabilities on the planet - even stronger than SAP which sells for millions of dollars - we will show you
- Data storage - this is a hotspot where many companies run into trouble
- Multi-user access - the Enterprise version promises 10 concurrent users - but QuickBooks does not really deliver - find out why
- Protecting prior period entries - the secret to this trick is hidden and not well documented
- Industry solutions – yes, QuickBooks does point of sale very well

The 2005 QuickBooks for CPAs course (and the related course manual) were developed by the partners, associates, and staff of AdvisorCPE. Our goals for this course are to deliver to you a top quality educational course that provides you with an executive level education of QuickBooks that moves along at a fast pace. Too often QuickBooks courses cover material at the slowest possible speed in order to accommodate the novice bookkeeper with practically no understanding of accounting. It is not our goal to cover every tedious keystroke needed to perform various functions. Instead, we want to make you aware of the features and functionality within QuickBooks. We expect you to be able to recreate and utilize these functions at your office using the help of this manual, the QuickBooks help files, and the QuickBooks menus. Because this course is targeted towards CPAs, we assume that the audience is already well versed in accounting practices, and we further assume that an executive summary approach is a better use of your time.

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To further maximize your time, and the benefits of attending this course, we have worked hard to filter out the trivial, obscure, and seldom used features within QuickBooks. We will try to concentrate our time on the more powerful and most often used features, which will best serve your needs on a day-to-day basis.

Our course style is typically designed for business professionals who have evolved beyond the beginning stages. Through numerous short case studies and feature reviews, we strive to deliver concise information in a context that is easy to understand and may be easily absorbed by the attendee. Our goal is not to spoon feed each keystroke and menu option to the audience. We strive to provide a faster paced course that focuses on the bigger picture of what the technology can do for you, rather than on the specific, detailed mechanics of operating the products.

We have found that this lecture/demo/discussion style of course allows us to cover far more material in an effective manner (please be aware that “hands-on” courses are best suited for novice users with little or no computer experience). We hope that you find our style better for keeping your interest and maximizing your learning.



INTRODUCTION TO QUICKBOOKS FOR CPAs

CHAPTER 1

INTRODUCTION

QuickBooks is the world's most popular accounting system with more than 2 million customers, most of which are located throughout the United States. QuickBooks was originally introduced in 1987 as the Quicken Check-Writing tool that featured a basic check register and a great WYSIWYG check writing screen. In time, QuickBooks was released to include full balance sheet and income statement reporting, followed a few years later with multi-user access and limited customization capabilities. Today, QuickBooks comes in many versions and offers a wide and growing breadth of modules that can intimidate even the most knowledgeable of CPAs. Whether you are a user yourself, or you are providing advice and services to your clients, it's time that you mastered QuickBooks once and for all.

In this one-day CPE course, you will learn how to use QuickBooks to its fullest potential. You will learn what to watch out for, how to maximize the capabilities of QuickBooks, when it is time to move to another system, how to extract the information you need for other applications such as tax software, work paper tools, Microsoft Office products, and more. You will also learn about the latest product developments including QuickBooks Simple Start, the Accountant edition Financial Statement Designer, and security changes in Enterprise.

In this class we will bring you up to date on the latest developments in QuickBooks, QuickBooks Basic, QuickBooks Pro, QuickBooks Premier, QuickBooks Online, QuickBooks Enterprise, and QuickBooks Point of Sale. QuickBooks is on the move, and this class is designed to help you keep up. A few features and highlights from the course include:

- Accepting credit card receipts within QuickBooks
- Paying bills online
- Importing credit card details into QuickBooks via the web rather than inputting them manually
- Important setup options
- Exporting data to Microsoft Office
- Pricing levels which now include up to 100 price levels
- Working with inventory - this can be tricky in QuickBooks
- Working with Jobs in QuickBooks
- Managing reporting periods with in QuickBooks - the number one source of trouble
- Recovering from improper data entry - what every CPA needs to know - its really easy if you know the undocumented tricks
- Report Writing - QuickBooks actually has some of the best report writing capabilities on the planet - even stronger than SAP which sells for millions of dollars - we will show you

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- Data storage - this is a hotspot where many companies run into trouble
- Multi-user access - the Enterprise version promises 10 concurrent users - but QuickBooks does not really deliver - find out why
- Protecting prior period entries - the secret to this trick is hidden and not well documented
- Industry solutions – yes, QuickBooks does point of sale very well



THE DIFFERENT EDITIONS OF QUICKBOOKS

CHAPTER 2

EDITIONS OF QUICKBOOKS

In total for 2005, there are seven editions of QuickBooks available today. In addition, two of these editions offer six industry-specific solutions. Intuit also offers three add-on products for QuickBooks. A summary of the seven editions of QuickBooks and the three add-on products is provided below:

ENTERPRISE SOLUTIONS	Priced at \$3,500. This edition comes with 12 months of technical support and free upgrades. The Enterprise edition offers 10-user capacity, customizable user security controls, improved performance, up to 29,000 customers and 29,000 inventory items, and multiple company report creation. Also includes all the new 2005 features of Pro and Premier editions. Unfortunately, this edition is based on file locking which prohibits most larger companies from really using it with more than three users. Industry-specific editions available: Accountant, Contractor, Manufacturing & Wholesale, Nonprofit, Professional Services, and Retail.
PREMIER	Priced at \$499.95. This edition provides all features of Basic and Pro plus inventory assemblies, creation of sales orders from estimates, creation of purchase orders from sales orders or estimates, forecasting, and strong job costing such as new reports and change orders. The Accountant edition comes with a financial statement designer, editor for compilation letters and footnotes, working trial balance, fixed asset manager, voided/deleted transaction report, retained earnings detail view, and is compatible with Basic, Pro, and Premier including the industry-specific editions. Industry-specific editions available: Accountant, Contractor, Manufacturing & Wholesale, Nonprofit, Professional Services, and Retail.
PRO	Priced at \$299.95. This edition provides all features of Basic plus 5-user capacity; integration with Microsoft Office; up to 100 price levels; customizable forms; job costing; budgeting; cash flow projections; vehicle mileage and expense tracking; and PDF creation and emailing. This is the most popular edition used by businesses.
BASIC	Priced at \$199.95. This edition of QuickBooks is for a single-user. With this edition you can track income and expenses, invoice customers, pay bills, pay employees, track inventory, track customers owing money, track vendors money owed, create purchase orders, reconcile bank accounts, create reports, and memorize transactions. It does not support custom price levels, job costing, integration to Microsoft Office, multi-user access, customizable statements, etc. There is no reason we can think of that anyone should be using this edition.
SIMPLE START	Priced at \$99.95. This edition of QuickBooks is new for 2005. It should be considered for use by first-time QuickBooks users who do not have a

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	computerized bookkeeping system only. It is for a single-user. This edition was designed to target businesses without a computerized bookkeeping system by providing a quick, easy way for businesses with simple accounting needs to switch to a computerized bookkeeping system. This edition provides for tracking income and expenses, invoicing customers, paying bills, creating estimates, generating reports, and reconciling bank accounts.
ONLINE	Priced at \$219.95 per year for three users for QuickBooks Online. A total of three editions are available online – Simple Start Online, QuickBooks Online, and QuickBooks Online Plus. Although the online edition names might seem just like the name of another edition of QuickBooks above, they are <u>not</u> the same. The online editions are built similarly to the other QuickBooks editions, but they are not based on the other QuickBooks editions. You will find many differences. All online editions allow for at least two users plus free accountant access. Up to 20 users can use QuickBooks Online and QuickBooks Online Plus. Additional users beyond 20 can be arranged with Intuit. The online editions allow multiple users 24/7 access from anywhere, but none of the online editions are as feature rich as the non-online editions. NOTE: The non-online editions of QuickBooks can also be hosted online using an application service provider other than Intuit.
PRO FOR MAC	Priced at \$299.95. This edition is the only edition available for MAC users and requires OS X. The Pro MAC edition is <u>not</u> the same as the Pro Windows edition. The features of the MAC edition are not as powerful as the Windows edition. Pro MAC users can share their QuickBooks data with an accountant who uses a Windows edition.
QUICKBOOKS POINT OF SALE	Priced starting at \$799.95. A total of three editions are available – Basic, Pro, and Pro Multi-Store. Replaces a cash register and rings up sales, tracks inventory, stores customer information, transfers summarized sales data and inventory asset account values into QuickBooks Pro, Premier, or Enterprise editions only, works with Intuit-tested point of sale hardware – receipt printer, cash drawer, bar code scanner, and credit card swipe, which can be purchased for an additional \$700.
QUICKBOOKS CUSTOMER MANAGER	Priced at \$79.95. This product can work as a standalone product or integrate with QuickBooks Simple Start, Basic, Pro, or Premier editions and Outlook or Outlook Express. The product is designed to consolidate small business' client information (contact information, appointments, projects, communications, etc.) in one place and enable users to view customer information on one screen. It has a 5 user capacity and all users have access to the same data. There is no setting up of users or permissions.
QUICKBOOKS CLIENT MANAGER	Priced at \$0. As of 4/29/05, Intuit is giving this product away for free. This product is similar to QuickBooks Customer Manager above except it was designed for accountants. In addition to the features of QuickBooks Customer Manager, QuickBooks Client Manager includes integration with Intuit's Lacerte and ProSeries tax preparation software.

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QUICKBOOKS COMPARISON TABLE

 Which QuickBooks Product is Right for Your Business?	 <u>QuickBooks Enterprise Solutions 2005</u>	 <u>QuickBooks Premier 2005</u>	 <u>QuickBooks Pro 2005</u>	 <u>QuickBooks Basic 2005</u>
List Price on Full Product	\$3,500.00	single user: \$499.95 5 user: \$1,499.95	single user: \$299.95 5 user: \$749.95	\$199.95
Our Price on Full Product (Up to 15% off!)	\$2,975.00	single user: \$424.96 5 user: \$1,274.96	single user: \$254.96 5 user: \$637.46	\$179.95
List Price on Upgrade	No	single user: \$379.95 5 user: \$1,349.95	single user: \$199.95 5 user: \$599.95	\$99.95
Our Price on Upgrade (Up to 15% Off!)	No	single user: \$322.96 5 user: \$1,147.96	single user: \$169.95 5 user: \$509.96	\$89.95
Number of Simultaneous Users	Up to 10	Up to 5	Up to 5	No
Add up to 29,000 customers, products, and vendors	YES	No	No	No
Improved simultaneous user performance	YES	No	No	No
Run key reports 50% faster	YES	No	No	No
Improved audit trail performance	YES	No	No	No
Printing and viewing checks is twice as fast	YES	No	No	No
Search and filter customer lists quickly	YES	No	No	No
Create sales orders from estimates in one click	YES	No	No	No
Connect multiple locations and remote workers	YES	No	No	No
Combine different reports from multiple company files	YES	No	No	No

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 Which QuickBooks Product is Right for Your Business?	 <u>QuickBooks Enterprise Solutions 2005</u>	 <u>QuickBooks Premier 2005</u>	 <u>QuickBooks Pro 2005</u>	 <u>QuickBooks Basic 2005</u>
Track more information with the QuickBooks Employee Organizer (included with Enterprise Solutions)	YES	YES	YES	No
Create a business plan	YES	YES	No	No
Expert Analysis and business optimization tool	YES	YES	No	No
"The Official Guide to QuickBooks" - Included on CD	YES	YES	No	No
Track sales orders	YES	YES	No	No
Track inventory assemblies (finished goods) Anytime, Anywhere Access via the Internet	YES No	YES No	No No	No No
Access data remotely	YES	YES	No	No
Enhanced journal entry options and closing procedures	YES	YES	No	No
Integrates with Microsoft Word, Excel, Outlook, and ACT! (Online Edition exports to Excel only)	YES	YES	YES	No
Integrates data with popular business software applications	YES	YES	YES	No
Automatically create a budget	YES	YES	YES	No
Time tracking	YES	YES	YES	No
Perform job costing and estimating	YES	YES	YES	No
Customize price levels	YES	YES	YES	No
E-mail invoices and statements 100+ professional form templates for invoices, estimates and more (invoices only for Online Edition)	YES YES	YES YES	YES YES	No No
More customization options for forms	YES	YES	YES	No
QuickBooks Shipping Manager	YES	YES	YES	No

QuickBooks for CPAs 2005

 Which QuickBooks Product is Right for Your Business?	 <u>QuickBooks Enterprise Solutions 2005</u>	 <u>QuickBooks Premier 2005</u>	 <u>QuickBooks Pro 2005</u>	 <u>QuickBooks Basic 2005</u>
Print customer statements with the information you want	YES	YES	YES	No
Generate, customize, and print reports	YES	YES	YES	YES
Easily print checks, pay bills and track expenses	YES	YES	YES	YES
Create purchase orders and track inventory	YES	YES	YES	YES
Handle cash or credit sales, track sales tax and accept payments	YES	YES	YES	YES
Create and customize invoices and track customer payments	YES	YES	YES	YES
Manage payroll processing and direct deposit	YES	YES	YES	YES



QUICKBOOKS

PRICING

CHAPTER 3

QUICKBOOKS PRICING CHART

PRODUCT EDITION	Starting Retail Price	Single User Street Pricing	5 User Street Pricing	10 User Street Pricing	20 User Street Pricing
SIMPLE START	\$99.95	\$79.95	n/a	n/a	n/a
BASIC	\$199.95	\$179.95	n/a	n/a	n/a
PRO	\$299.95	\$254.95	\$599.95	n/a	n/a
PREMIER	\$499.95	\$399.95	\$1,199.95	n/a	n/a
ENTERPRISE SOLUTIONS	\$3,500	n/a	n/a	\$2,800	n/a
ONLINE	\$99.95/1 st yr + \$9.95/mo thereafter for Simple Start \$19.95/mo for Online	\$19.95/mo	\$29.95/mo	\$29.95/mo	\$49.95/mo
PRO FOR MAC	\$299.95	\$254.95	n/a	n/a	n/a
QUICKBOOKS POINT OF SALE	\$799.95	\$639.95	n/a	n/a	n/a
QUICKBOOKS CUSTOMER MANAGER	\$79.75	\$63.95	n/a	n/a	n/a
QUICKBOOKS CLIENT MANAGER	\$0	\$0	\$0	n/a	n/a



SUMMARY OF COMPETING PRODUCTS

CHAPTER 4

COMPETING PRODUCTS

While QuickBooks is the undisputed most popular accounting software solution, there are other products that compete with QuickBooks. The most competitive of these products are Peachtree Complete Accounting from Best Software and Small Business Accounting from Microsoft. While QuickBooks offers many great features not found in Peachtree, most CPAs and experts who use both products extensively tend to agree that Peachtree is the stronger and better product overall. I personally find that Peachtree is easier to set up and use, easier to learn, easier to operate, easier to keep accurate and more powerful in the areas of inventory and job costing. Further, Peachtree's time and billing solution is light years ahead of QuickBooks. On the other hand, QuickBooks offers superior financial reporting compared to Peachtree and much better online payment capabilities. Microsoft's Small Business Accounting product offers superior technology than QuickBooks or Peachtree because it runs on the MSDE database – a limited version of Microsoft SQL Server. For this reason, Small Business Accounting can scale much higher in terms of transactions. A representative listing of the popular products that compete with QuickBooks is presented below:

Product Name For the low-end Market <i>(companies with revenues up to \$5 million)</i>	Single User	5 Users	10 Users	25 Users	100 Users
BusinessVision 32	\$995	\$5,495	\$6,790	\$10,675	N/A
BusinessVision SQL	N/A	N/A	\$9,995	\$16,985	\$54,995
BusinessWorks Gold	\$3,760	\$4,750	\$5,255	\$6,745	N/A
DAC Easy 11.0	\$250	\$500	N/A	N/A	N/A
Microsoft Small Business Accounting	\$99	\$99	\$99	N/A	N/A
Microsoft Small Business Financials (Includes 9 Great Plains Modules)	\$995	\$2,595	\$,595	N/A	N/A
M.Y.O.B. Plus v13.0	\$249	\$647	\$1,142	N/A	N/A
Oracle Small Business Manager	\$1,200/Yr	\$3,600/Yr	\$6,600/Yr	\$16,200/Yr	\$60,000/Yr
One Write Plus 8.0	\$89	N/A	N/A	N/A	N/A
Peachtree Accounting 2006	\$199	N/A	N/A	N/A	N/A
Peachtree Complete Accounting 2006	\$298	\$729	\$729	N/A	N/A
Peachtree Premium Accounting Multi-User	\$1,149	\$1,149	\$1,149	N/A	N/A
QuickBooks Pro	\$259	\$629	N/A	N/A	N/A
QuickBooks Premier	\$429	\$1,248	N/A	N/A	N/A
Simply Accounting 2005	\$38	N/A	N/A	N/A	N/A
Simply Accounting Pro (ACCPAC)	\$319	\$725	N/A	N/A	N/A

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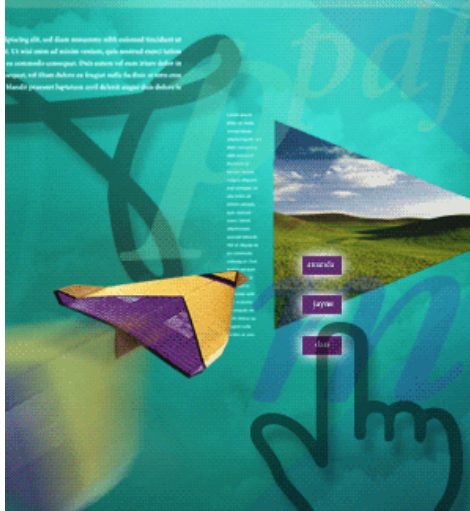
While QuickBooks has earned its place in the world as a low cost accounting software application, the world's lowest price entry-level product that is well proven is ACCPAC Simply Accounting. If you or your client is looking for a good low cost accounting software solution, Simply Accounting is the best choice on the market today.

GAP ACCOUNTING PRODUCTS

There is a significant GAP between entry-level accounting packages such as QuickBooks and Peachtree and popular mid range accounting software solutions such as MAS 90 and ACCPAC Advantage. The entry-level products are typically priced at \$500 or so, while the mid-range solutions are typically priced at \$15,000 to \$20,000. That is a significant jump for most businesses to make once they have outgrown Peachtree or QuickBooks.

Within this range, there are a handful of products that strive to fill this void. These products include BusinessVision 32, Oracle Small Business Manager, and Microsoft Small Business Financials. Additionally, Best Software and ACCPAC have both tried to position their mid-range products for this GAP market with the Peachtree Edition of MAS 90 and the Discovery Series of ACCPAC Advantage. While these products probably represent the best value in the marketplace to end users, GAP accounting products suffer from a lack of an effective distribution channel. Priced at \$2,000 to \$5,000, these products are too expensive to sell off the store shelves, and too inexpensive to provide enough profit incentive for resellers to highly recommend them. These products are commonly referred to as GAP accounting products because they fit in this GAP (not to be confused with the phrase GAAP accounting which refers to generally accepted accounting practices).

As a general rule, these GAP products blow the doors off QuickBooks and Peachtree with advanced features such as support for serialized inventory, multiple warehouse locations, customer specific pricing, etc. If you or your client has outgrown QuickBooks, you might be well advised to take a look at the GAP class of accounting products.



NEW FEATURES IN QUICKBOOKS 2005

CHAPTER 5

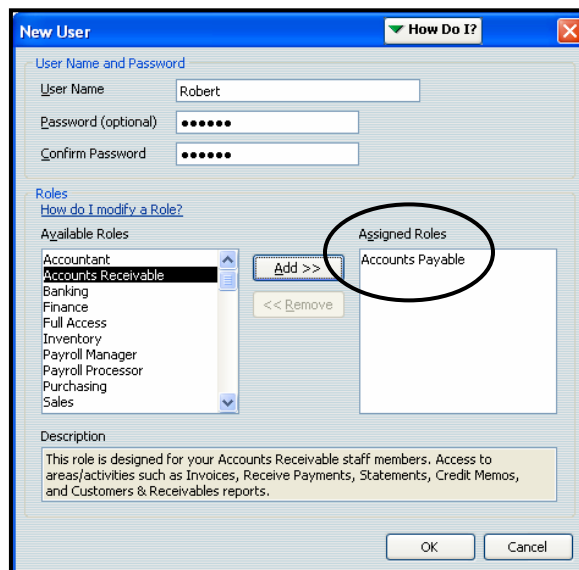
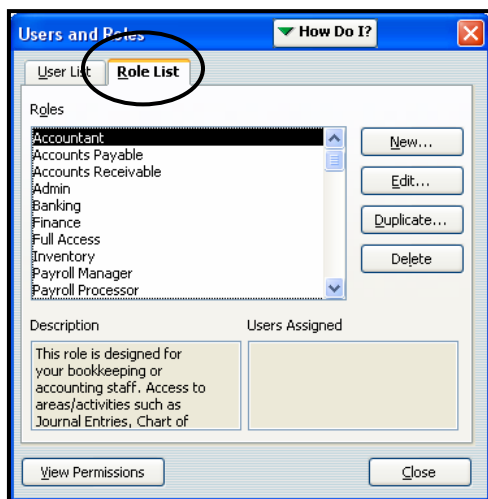
NEW FEATURES FOR 2005

For 2005 most of the enhancements made to the QuickBooks product line were geared towards accountants. Presented below is a quick listing of some of the more noteworthy new features found in the higher end editions of QuickBooks 2005 followed by a more detailed discussion of each new feature:

- Enhanced security
- Manage customer payments more efficiently
- Financial Statement Designer
- Working Trial Balance Tool
- View retained earnings entries
- Voided/Deleted Transactions report
- Version Detector

Enhanced security

The Enterprise Solution edition now allows for more control over users through enhanced security. Other editions of QuickBooks only allow control over ten areas in QuickBooks. The control encompasses creating transactions, printing transactions, and printing reports. The Enterprise Solution now allows over 115 entitlements including view-only, create, modify, delete, and print. Access can be granted to specific lists, report groups, and individual bank accounts. Thirteen roles are predefined and can be assigned to users (shown below). The thirteen roles can be edited or new roles can be created.



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Manage customer payments more efficiently

For 2005 in QuickBooks Basic, Pro, and Premier editions, the Receive Payments window has been revamped to streamline accounts receivable tasks. A new Preference has been added to allow QuickBooks to automatically calculate the payment amount for invoices selected. On-screen reminders appear when a customer over or underpays, has a credit balance, or has paid within discount terms. From the Receive Payments window, credits can be applied or unapplied, refunds generated, or balances written off. The Receive Payments window now includes an improved find to allow for the search of an invoice by invoice number or account number. The revamped Receive Payments window is shown below.

Financial Statement Designer

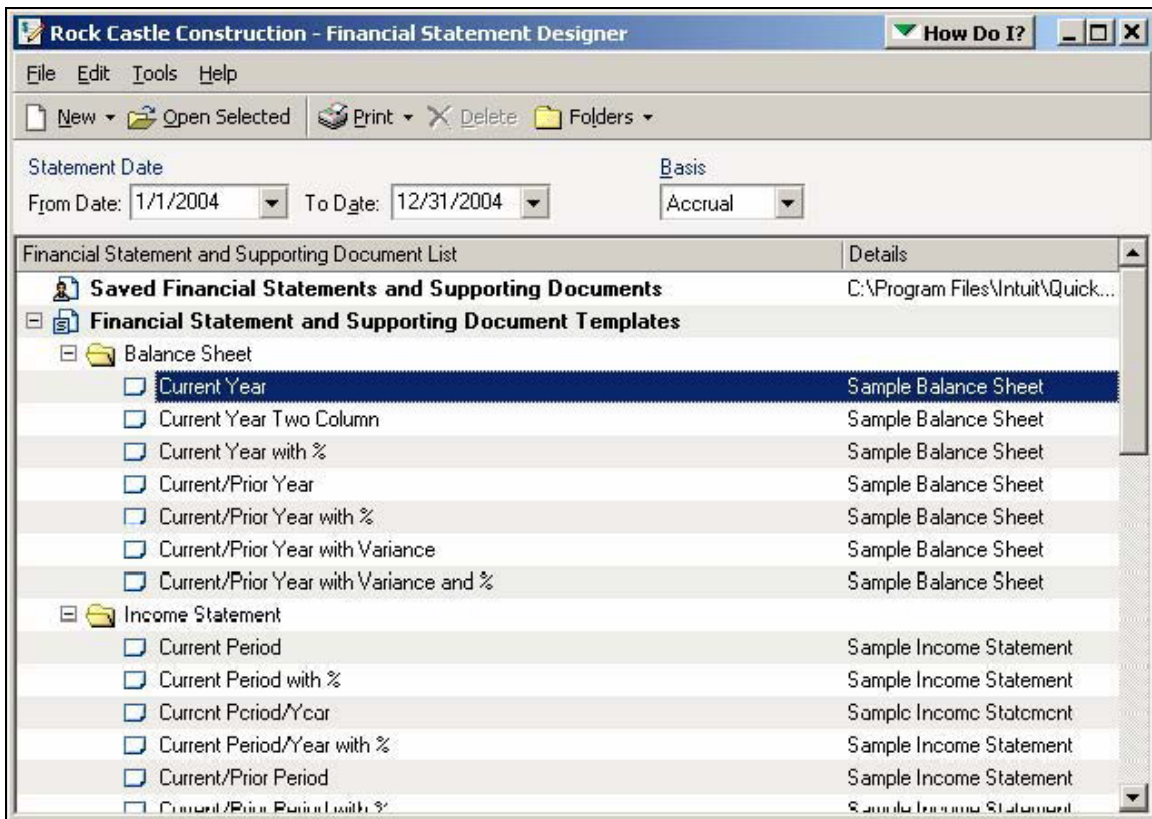
The Accountant Edition for 2005 includes a built-in financial statement design tool allowing unlimited customization of financial statements. Customize virtually any aspect of financial statements, using a spreadsheet-like layout all within QuickBooks. Create title pages, compilation letters and accompanying notes using the built-in document editor. Designs can also be saved for future financial statements. Like other QuickBooks reports, QuickZoom allows the user to see the transaction details behind any number on the financial statement.

The new Financial Statement Designer enables the user to:

- Design a Statement From Scratch

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- Customize an Existing Statement Layout
- Select Desired Statement Date
- Insert Columns/Insert Rows
- Filter by Classes or Customer:Jobs
- Group Accounts
- Round Statement
- Create Formulas



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Working Trial Balance Tool

In 2004, QuickBooks introduced an Adjusted Trial Balance report. In 2005, they've added a Working Trail Balance report that allows users to view the Unadjusted Trial Balance, enter adjustments and workpaper references, and then print the Working Trial Balance. Users can also QuickZoom from account balances to transaction details.

Working Trial Balance

Selected Period: Last Fiscal Year From: 01/01/2004 To: 12/31/2004 Basis: Accrual

Account	Beginning Balance	Transactions	Adjustments	Ending Balance	Workpaper Reference
Checking	5,890.28	8,553.67		14,443.95	Need to reconcile, file
Savings	29,500.00	-15,631.58		13,868.42	Reconciled & filed
Accounts Receivable	32,748.76	43,861.24		76,610.00	
Tools & Equipment	5,000.00			5,000.00	
Inventory Asset	4,391.88	18,710.66		23,102.54	
Undeposited Funds	34,197.88	2,784.46		36,982.34	
Land	90,000.00			90,000.00	Fixed Asset Manager
Buildings	325,000.00			325,000.00	Fixed Asset Manager
Trucks	33,852.91		11,500.00	78,352.91	Fixed Asset Manager
Computers	23,501.00	5,000.00		28,501.00	Fixed Asset Manager
Furniture	7,325.00			7,325.00	Fixed Asset Manager
Accumulated Depreci...	-114,574.85		-7,313.29	-121,888.14	Fixed Asset Manager
Pre-paid Insurance	3,364.51	-2,025.00	-297.66	1,041.85	
Accounts Payable	-22,658.28	-28,743.66		-51,401.94	
CalOil Card	-5,065.88	17.86		-5,048.02	
Payroll Liabilities	-3,781.99	-5,565.14		-9,347.13	IRS & CA file folders
Totals	0.00	0.00	0.00	0.00	

Net Income 65,708.70

☒ Exclude accounts with zero amounts

Make Adjustments... Print...

View retained earnings entries

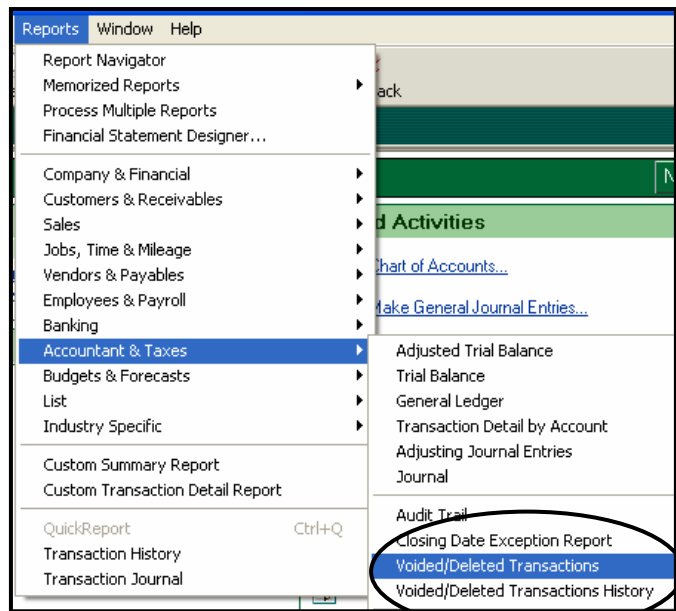
For 2005 in QuickBooks Basic, Pro, and Premier editions, the QuickZoom feature is available for the Retained Earnings account from either the Chart of Accounts or reports to view the detail in the account (shown below). Double clicking on the account balance brings up automatic closing entries created by QuickBooks as well as any manually posted transactions. QuickZoom allows the user to view a detailed listing of all transactions that affect Retained Earnings, including the year-end postings that were automatically posted by QuickBooks.

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Retained Earnings							
Closing Entry	12/31/2002					-80.09	-80.09
Closing Entry	12/31/2003						-80.09
Closing Entry	12/31/2004						-80.09
Closing Entry	12/31/2005						-80.09
Closing Entry	12/31/2006					-285.27	-365.36
Closing Entry	12/31/2007					124,576.38	124,211.02
Total Retained Earnings						124,211.02	124,211.02
TOTAL						124,211.02	124,211.02

Voided/Deleted Transactions report

A new report shows transactions that have been voided or deleted in the data file. This feature can assist accountants in detecting errors or fraud, and works even if the Audit Trail is turned off. The standard format presents the transaction in a summary report. The detailed history format shows all line items associated with the transaction. Accountants can then drill down to see the details of the transaction in the event the transaction needs to be corrected.



QuickBooks for CPAs 2005

QuickBooks Payroll Options for 2005

QuickBooks Payroll offerings also increased for the 2005 editions. Five separate options are now possible for handling payroll, including one that accountants can use to perform payroll services for multiple clients. The five options are Standard Payroll (formerly Do-it-Yourself Payroll), Enhanced Payroll Plus (new), Enhanced Payroll Plus for Accountants (new), Assisted Payroll, and Complete Payroll. The 2005 payroll options include new features for Worker's Compensation Tracking, Net to Gross Calculations, Processing State Payroll Forms, Automatic Overtime Calculations, and Healthcare Savings Account tracking.

Enhanced Payroll Plus

The Payroll Plus option is intended for small businesses with advanced payroll requirements. Enhanced Payroll Plus offers business owners an efficient, cost-effective, do-it-yourself payroll solution that includes advanced features not found in Standard Payroll. The service functions by downloading tax tables into QuickBooks where the user manages the payroll process. Enhanced Payroll Plus adds the capability to create state payroll forms directly from QuickBooks data.

Enhanced Payroll Plus for Accountants

Enhanced Payroll Plus for Accountants is intended specifically for accounting professionals. Like Enhanced Payroll Plus, the system functions by downloading current tax tables into QuickBooks where accountants can process their clients' payroll. Enhanced Payroll Plus for Accountants can process payroll for up to 50 clients under one subscription.

Interactive Tutorials

For 2005, QuickBooks is designed with interactive tutorials that explain fundamental QuickBooks concepts and teach users how to complete key business tasks via step-by-step instructions. The new learning center appears when a user launches QuickBooks for the first time. The learning center contains a series of interactive tutorials that teach users how to perform key tasks. Designed primarily for businesses or accountants unfamiliar with previous versions of QuickBooks, the interactive tutorials allow users to get up and running with QuickBooks more easily, and find out how to use QuickBooks to best support the way they do business.

QuickBooks for CPAs 2005

Simple Start Edition

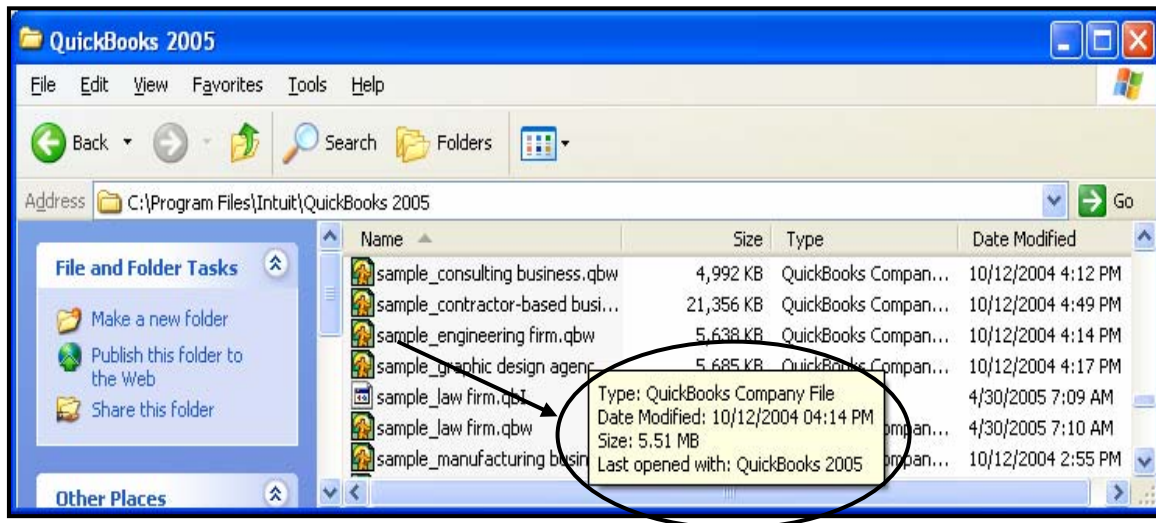
The completely new for 2005, Simply Start Edition of QuickBooks is designed to help very small and “manual method” businesses get started with software to more accurately track business information. Simple Start Edition is geared toward clients in the early stages of forming a business or considering bookkeeping software for the first time. The product provides easy-to-use tools to help your client and is available in Desktop or online implementations.

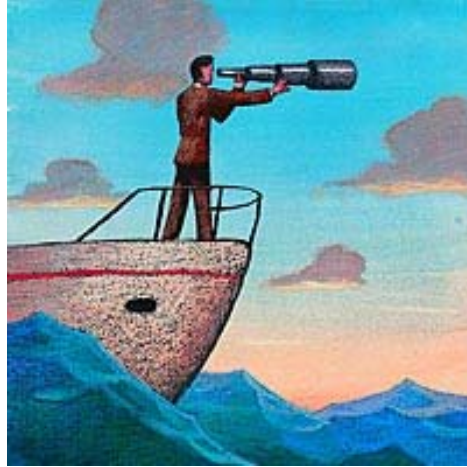


QuickBooks for CPAs 2005

Version Detector

For 2005 in QuickBooks Premier Accountant edition only, a Version Detector tool is available to allow accounts to determine the version of QuickBooks a client is using without opening the file. With QuickBooks open, simply mouse over the file. QuickBooks will identify files as far back as 1999 (shown below) as well as when they were last modified.





QUICKBOOKS IN-DEPTH

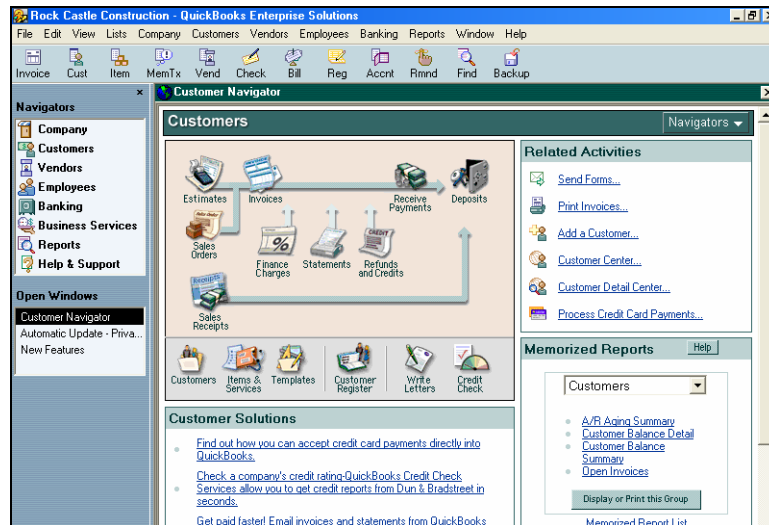
NAVIGATING QUICKBOOKS

CHAPTER 6

NAVIGATING QUICKBOOKS

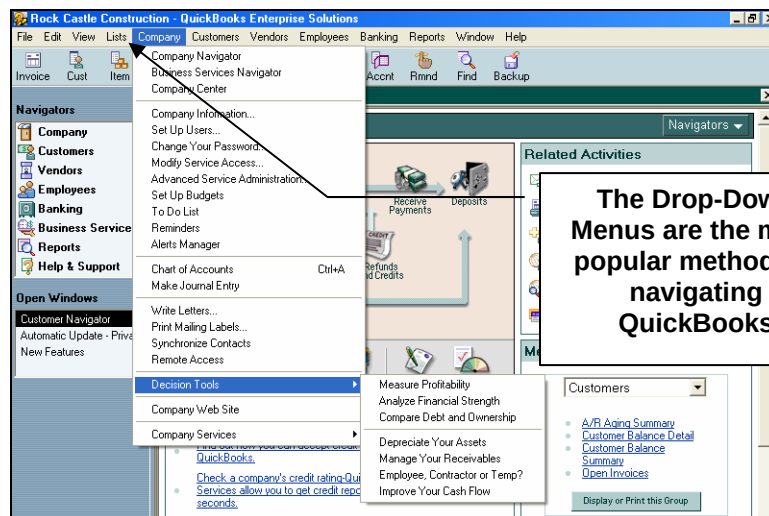
There are four primary methods for getting around in QuickBooks:

- The built-in Navigator is more intuitive and helpful for those who are unfamiliar with using Windows based programs. However, for those who are familiar with Windows, this is also the slowest method. A sample screen is shown below.



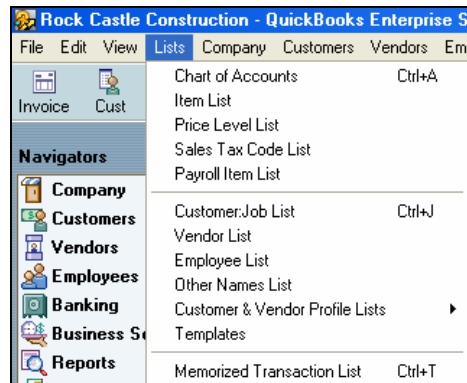
The Customer Navigation Screen

- The drop-down menus are typically accessed using a mouse. For many users this approach may not be much faster than using the Navigator. However, each menu option offers underlined letters in the drop-down menus called keyboard shortcuts that allow you to navigate using the drop-down menus without a mouse. This method is much quicker than using a mouse, even if you are quick with the mouse. A sample screen is shown below.



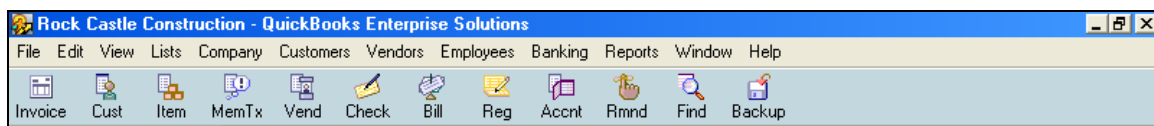
QuickBooks for CPAs 2005

- Shortcut keys within QuickBooks represent the fastest method for getting around in QuickBooks. The screen below provides example Shortcut keys for access the Chart of Accounts (CTRL+A), Customer & Job list (CTRL+J), and Memorized Transaction List (CTRL+T).



One of the more frequently used functions is writing checks. This task could be accessed through the menu, or by typing Alt, A, W. You can also accomplish the same thing by pressing Ctrl-W. Other useful keyboard shortcuts are

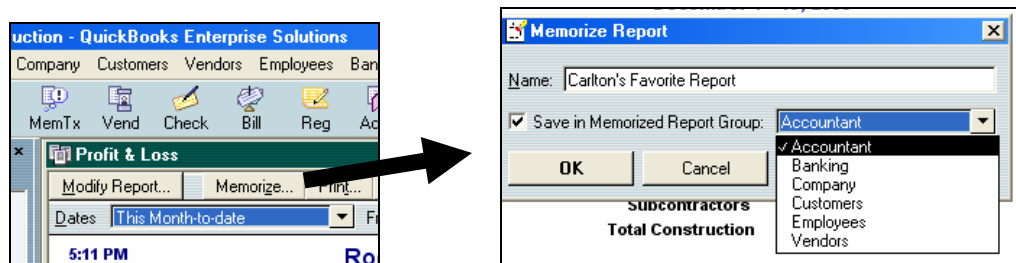
- Ctrl-H for transaction histories
 - Ctrl-1 for data about your file and program
 - Ctrl-R to open the register associated with the type of transaction currently displayed
 - Ctrl-T for memorized transactions
 - Ctrl-I for invoice forms
 - Ctrl-P to print
 - Ctrl-F to find or look up
- The Icon Bar provides a fourth method for navigating in QuickBooks. If your icon bar is not visible, go to "View," "Icon Bar" to turn the icon bar on (or off). You can also control whether the icons show pictures, text or both. You can also remove items you don't need, add icons, or move items around to your suit your personal preference.



QuickBooks for CPAs 2005

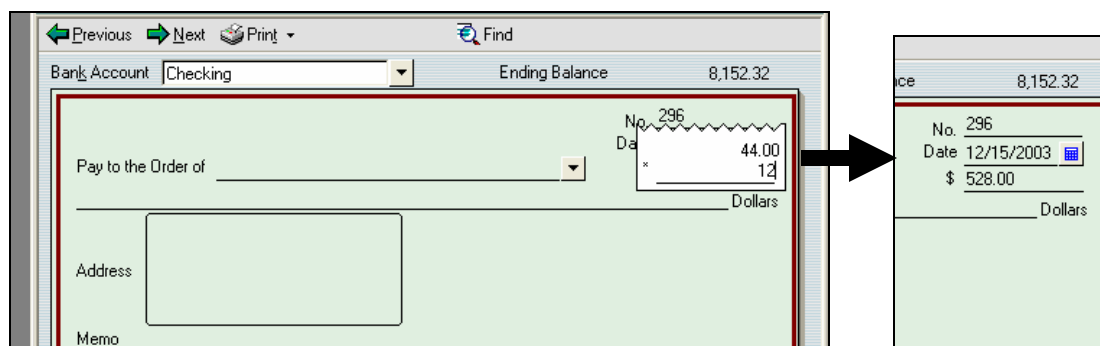
MEMORIZE REPORTS

To help you navigate to the reports you use most frequently, you should memorize those reports. This procedure helps prevent the need to recreate the same report over and over again. The screen shot below provides an example of this functionality:



FORMULAS

The use of formulas in various data fields can be a big time saver. All the user need do in any field is simply type in an Excel-like formula. QuickBooks calculates the results automatically.



ENTER KEY BEHAVIOR

In QuickBooks, the enter key can react in one of two ways. It can act as the tab key and move you from one field to another, or you can set it to affect the navigation buttons only. Setting the enter key in this latter configuration can be frustrating to those who use to a 10-key approach as they sometimes end up entering transactions before they are completed. To be safe, use the first configuration. If you set your enter key to move between fields, you can still use it to activate buttons by pressing Ctrl-Enter.

Unfortunately, QuickBooks is not always consistent. Some screens, such as the log on/password screen, the enter key will engage the OK button in 6.0, but jump between fields in 5.0. On invoice screens in 5.0, the enter key will act as a carriage return in the description field, which forces you to use the tab key to jump to the next field. In 6.0, this problem has been corrected, and to enter a carriage return you must press Shift-Enter.

We recommend that should set your data entry to assume a decimal point. For those who use a 10-key, this is a must. However, this setting becomes effective for any currency field, as well as for all mathematical fields. Certain fields such as quantities are not affected.

QuickBooks for CPAs 2005

QUICKBOOKS FORMS

Make use of the forms provided in QuickBooks. For those with little to no knowledge of accounting, you should definitely stick to using the forms and avoid using the journal entries unless instructed to do so by your accountant or other knowledgeable person. The advantage of the forms is that it puts the credits and debits in the right places automatically via an interface where you don't have to think about that. With a journal entry, you have to know when to credit and when to debit an account. However, it is not fool proof. One does need to be able to know the difference between a bill and an invoice. The enter bills form is shown below:

Enter Bills

How Do I?

Previous Next Find History

Bill Credit Bill Received

Bill

Vendor Date 12/15/2003
Bill Due 12/25/2003
Amount Due 0.00
Terms Ref. No.

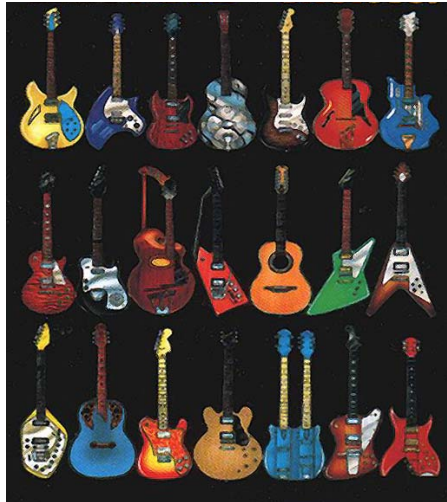
Memo

Expenses \$0.00 Items \$0.00

Account	Amount	Memo	Customer:Job
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Clear Splits Recalculate Save & Close Save & New Clear

Even for those familiar with accounting and journal entries, it is still better to use the forms as much as possible. This is in part because QuickBooks makes extensive use of items, and a journal entry cannot affect items. Therefore, if you affect a payroll account, or inventory account using items with a journal entry, the items internal register will not match the account register, and any items that this journal entry should have affected will not show up on reports for that item. The other is just for consistency sake, which in accounting and bookkeeping is one of the critical factors. If one needs to credit an amount from payables to accounts receivable (as in a barter transaction), it is better to do that with the forms designed to be used with those accounts and send it to a clearing account than to just do a journal entry from one account to the other.

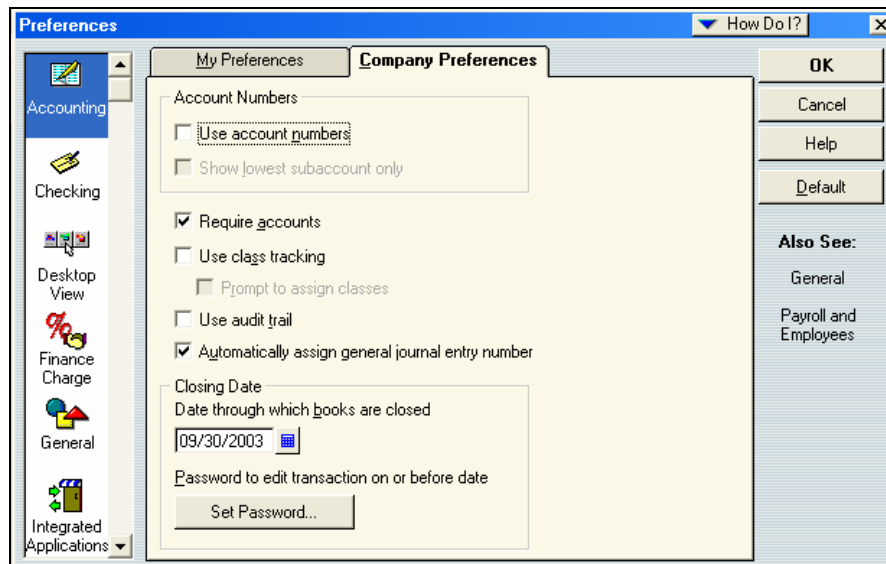


QUICKBOOKS IN-DEPTH

SETTINGS & PREFERENCES

CHAPTER 7

SETTINGS & PREFERENCES



Use Account Numbers – This gives you the ability to assign numbers to your accounts, instead of alphanumeric characters. When this preference is in effect, a Number field appears in the New Account and Edit Account windows. QuickBooks includes your account numbers in the Chart of Accounts, in all Account fields, and on reports and graphs. However, you are limited to only 7 digits when numbers are used.

Show Lowest Subaccount Only – This controls how QuickBooks displays subaccounts when you choose a subaccount in the Account field of a transaction. This preference is available only if you select Use Account Numbers. When this preference is on, QuickBooks displays only the lowest subaccount. For example, if the account you select is 5400·Rent:5410·Office:5411·Main; then QuickBooks displays 5411·Main. When this preference is off, QuickBooks displays the parent accounts along with the subaccount.

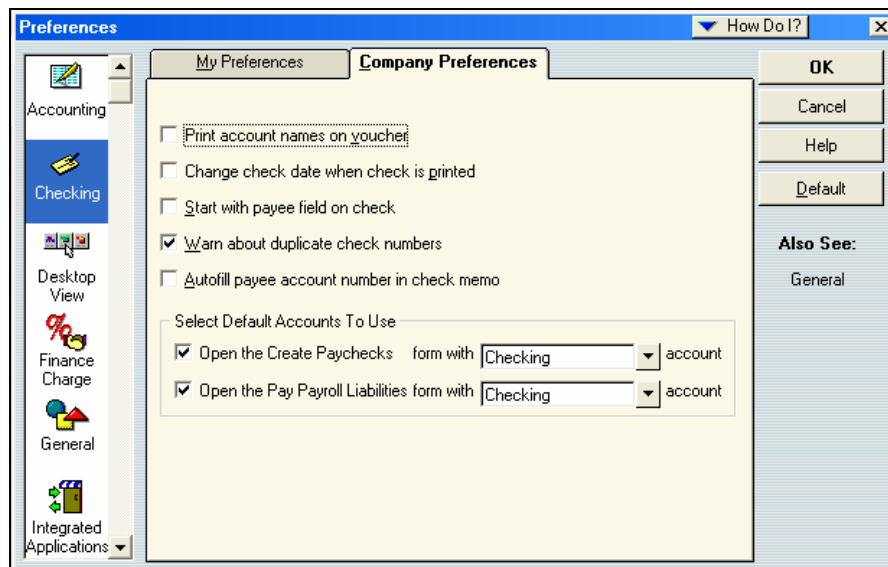
Class Tracking (Or “Departmental Tracking”) – this lets you categorize transactions by assigning them to the classes on your Class list. In QuickBooks, classes give you a way to classify your transactions. You can use classes to classify your income and expenses by department, business office or location, separate properties you own, or any other meaningful breakdown of the business you do. For example, a general contractor might classify all income and expenses as relating to either residential or commercial work. At the end of an accounting period, the contractor could create separate reports for the residential and commercial parts of the business.

Use Audit Trail - Automatically logs all transaction changes in the audit trail report. This gives you a running account of how each transaction has changed. When this preference is off,

QuickBooks for CPAs 2005

QuickBooks logs only the most recent version of each transaction in the audit trail report. However, this feature also causes QuickBooks performance to slow down considerably.

Closing Date/Set Password – This sets a password-protected closing date for your company file. To set the closing date, enter the date through which you want your books to be closed. Then click “Set Password” to create the password. Once you've set a password, QuickBooks requires the password to make any changes that would alter balances for the accounting period you have closed. This includes editing or deleting transactions entered on or before the closing date, and entering new transactions dated on or before the closing date.

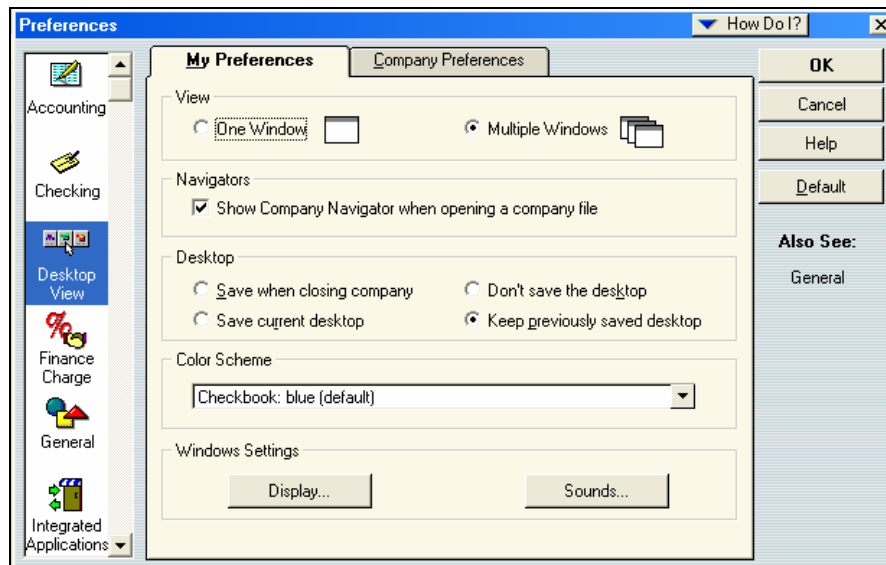


Print Account Names On Voucher – This applies to both voucher and payroll checks, and allows you to control the information that prints on the voucher portion of each check. QuickBooks prints the name of the payroll item on payroll checks and the name of the inventory item on checks for inventory purchases. When this preference is off, QuickBooks omits the account (or item) names.

Change Check Date When Check Is Printed – This feature changes the date on a check to today's date when you print the check. When this preference is off, QuickBooks retains the date you wrote the check.

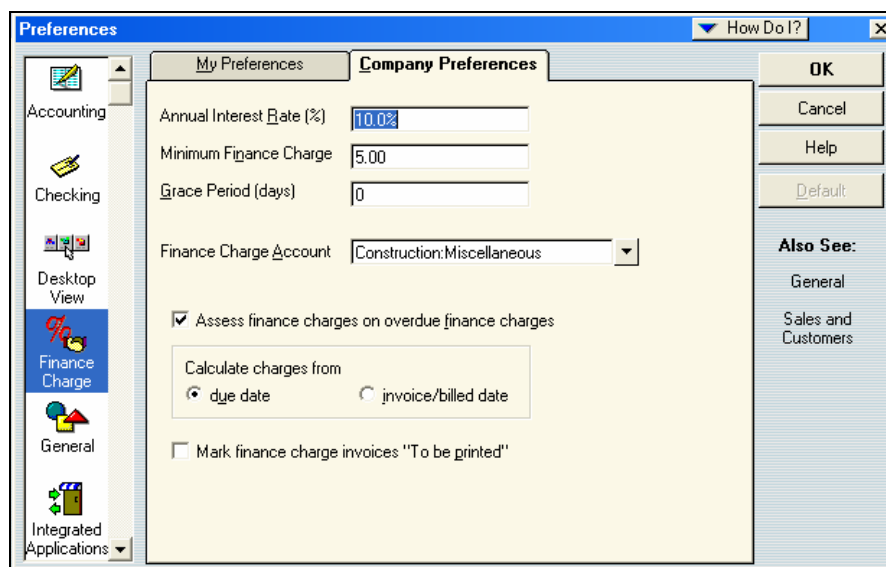
Warn About Duplicate Check Numbers – This feature is obvious, but the user should be aware that this warning causes QuickBooks to take more time to record a check.

QuickBooks for CPAs 2005



Desktop Options – These features allow you to specify which windows (if any) automatically open on the desktop when you open your company file. You can also tell QuickBooks to save the desktop positioning when closing company, and upon reopening that company file, QuickBooks will display the desktop exactly as it was.

Sounds - You can choose a different sound for QuickBooks events, such as deleting a transaction. This feature may be useful when the sounds your computer makes can distract or irritate other users in a given work area.



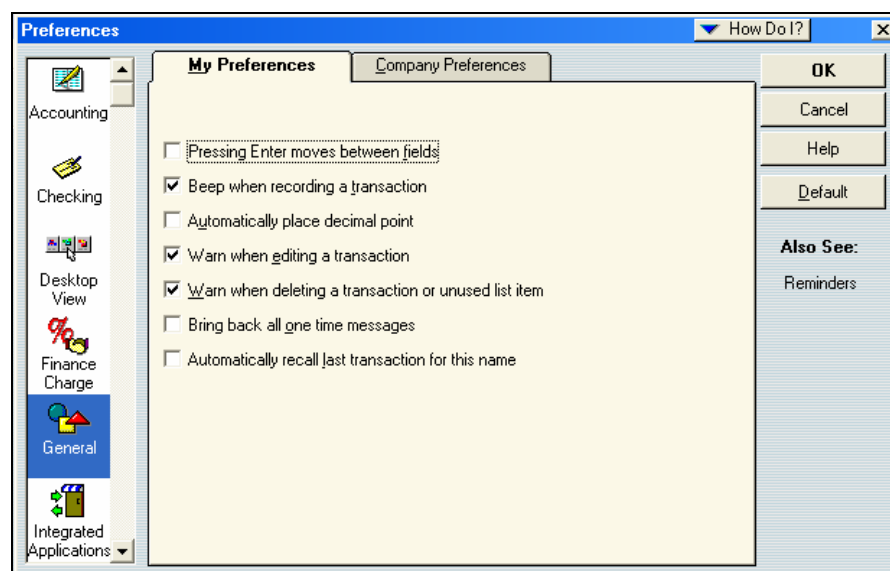
Annual Interest Rate - The interest rate is used to calculate finance charges. QuickBooks assumes the rate is a percentage. For example, type 12.5 if your rate is 12.5%.

Minimum Finance Charge - If you want QuickBooks to apply a minimum finance charge regardless of the amount overdue, enter the minimum charge here.

QuickBooks for CPAs 2005

Grace Period (Days) - If you want to give your customers a grace period before finance charges apply, enter the length of the grace period in days. This delays the application of finance charges. For example, if the starting date is June 1st and the grace period is 3 days, QuickBooks waits until June 4th to assess finance charges. QuickBooks also allows you to assess finance charges on overdue finance charges. You should be aware that some laws prohibit charging interest on overdue interest payments.

Calculate Finance Charges From – QuickBooks allows you to specify whether interest charges should start the day the invoice or statement is due. For example, if a customer is 5 days overdue on an invoice that was due in 30 days, QuickBooks assesses finance charges on the 5 overdue days, but not the original 30 days.



Pressing Enter Moves Between Fields - Normally, pressing Enter is the equivalent of clicking OK or Record (both of which close the current window). If you select this preference, the text cursor moves to the next field when you press Enter. When this preference is on, you can press Enter to move between fields, but you must record transactions by clicking OK, Record, Save & Close, Save & New, or by pressing Ctrl+Enter. When this preference is off, you must press Tab or click in a field to move from field to field.

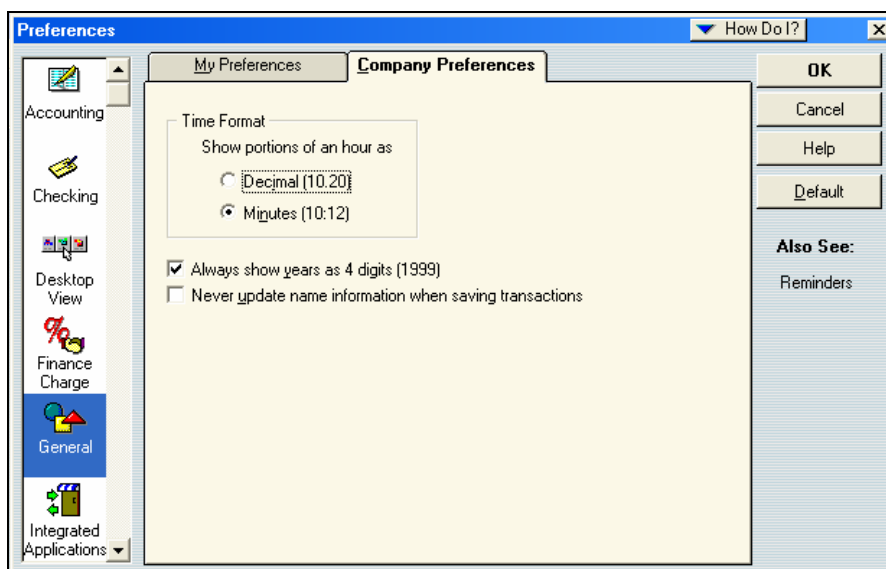
Automatically Place Decimal Point – QuickBooks automatically inserts a decimal point between the second and third digit from the right when you enter a number with no decimal point. For example, if you type 4995, the number becomes 49.95. When this preference is off, QuickBooks places a decimal point at the end when you enter a number with no decimal point. For example, if you type 4995, the number becomes 4995.00.

Warn When Editing A Transaction - Warns you when you change a transaction and then try to leave it without recording the change. When this preference is off, QuickBooks allows you to change a transaction and then leave it without warning. QuickBooks automatically records the

QuickBooks for CPAs 2005

change if the transaction does not have links to other transactions. (If the transaction has links, QuickBooks asks if you want to record the changes.)

Automatically Recall Last Transaction For This Name – This feature turns on AutoRecall. Thereafter, when you enter a name, QuickBooks automatically completes the transaction by filling in what you entered in the last transaction of that type for that person. For example, when you enter a vendor's name on a bill and press Tab, QuickBooks fills in the entire bill, just like the last one you entered for that vendor. If you have more than one previous bill from the vendor, QuickBooks bases the new bill on the bill with the most recent date. When this preference is off, QuickBooks does not complete transactions automatically. You still have the ability to recall a transaction from the Memorized Transaction list, however. AutoRecall works only with bills, checks, or credit card charges. You cannot use AutoRecall with purchase orders, invoices, sales receipts, payroll liability checks, or credit memos. Also, you cannot AutoRecall a transaction from one account to another. For example, if you have two checking accounts, you cannot write a check in one account, go to the other account, and then AutoRecall the check in the other account.



Time Format – This option sets the format for time entries in QuickBooks. When you select the decimal format, QuickBooks automatically interprets time entries as decimal fractions. For example, when you enter 4:30, QuickBooks converts your entry to 4.5 (4 and one-half hours). When you select the Minutes format, QuickBooks automatically interprets time entries as hours and minutes. For example, when you enter 4.5, QuickBooks converts your entry to 4:30 (4 hours and 30 minutes).

Date Format – This option sets the format for date entries in QuickBooks. When you select "Always show years as 4 digits," QuickBooks automatically displays the year as four digits. When "Always show years as 4 digits" is not selected, QuickBooks displays the year as two digits, that is "00" for 2000, "01" for 2001, and so on. If you enter a year using two digits, for example, "98" or "99," QuickBooks uses the following convention to determine the four-digit year.

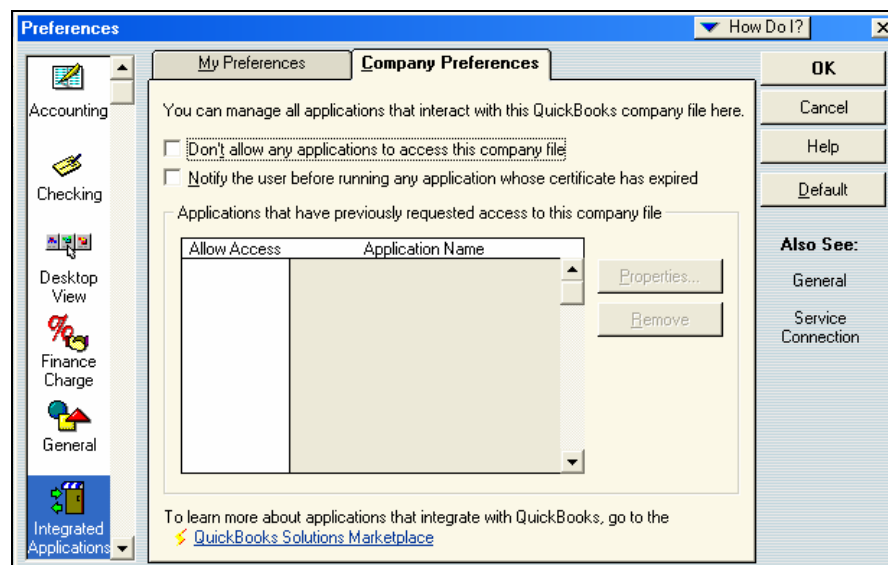
QuickBooks for CPAs 2005

If you type a two-digit number between, QuickBooks uses:

28-99 1928-1999
00-27 2000-2027

You can verify the four-digit year by clicking the calendar icon to bring up the current month's calendar.

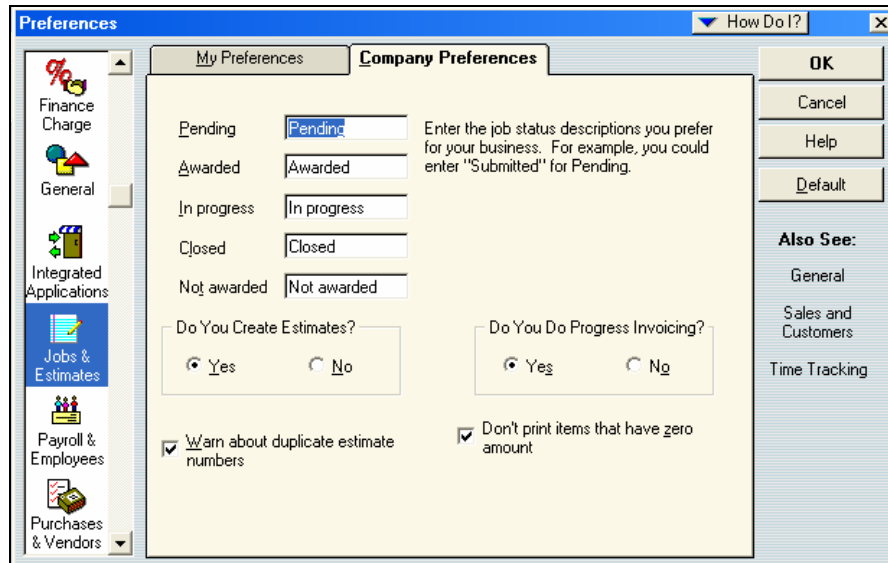
Never Update Name Information When Saving Transactions - Does not update name information when you enter a change in a transaction. Normally, QuickBooks asks if you want to update information about a name when you change the information in a transaction. For example, if you enter a new billing address for a customer on an invoice, QuickBooks asks if you want to update the billing address on your Customer:Job list.



Here, you can set preferences that govern the way integrated applications are allowed to access the current QuickBooks company file. The preferences set in this window apply to all integrated applications seeking to access the company file. You can allow or deny access to individual applications by clicking in the Allow Access column of the "Applications that have previously requested access" table. You can set other preferences for individual applications by using the Application properties window.

Don't Allow Any Applications - Checking this box will prevent all integrated applications that use the QuickBooks Software Development Kit from accessing the company file. If you check this box, neither the administrator nor the user will see access screens or have the opportunity to allow applications to access a company file. Un-checking the box will permit administrators and users (if permitted by the administrator) to authorize access.

QuickBooks for CPAs 2005



Job Status Descriptions – These options allow you to record the progress of a job. If any of the default descriptions are inappropriate for your business, you can change them. For example, you could change "Pending" to "Submitted," or "Awarded" to "Accepted."

How To Use The Descriptions - When you set up a job or are editing information about a job, you can choose one of the status descriptions and apply it to the job. The status you assign to a job appears in the Customer:Job list. If a job's status changes, you must edit the job information and assign a new status description to the job. QuickBooks will not do this for you.

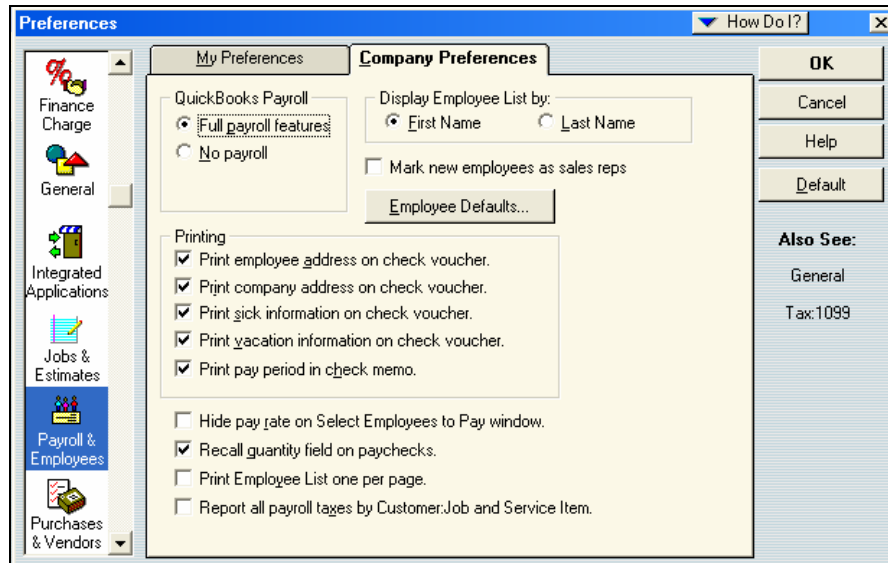
Create Estimates - If you create estimates, you must make sure that "Yes" is selected in response to the question "Do you create estimates?" Many companies go years without ever turning this feature on, and have no idea that they can create estimates in QuickBooks.

Progress Invoicing - Also called progress billing or partial billing, is invoicing from an estimate in stages instead of for the full estimate. When you turn progress invoicing on in QuickBooks, you can create an invoice for part of an estimate. QuickBooks gives you the choice of invoicing either for a fixed percentage of the entire estimate, or for different percentages of each line item on the estimate. You can also show on the invoice how much of the estimate you have previously billed to the customer. If you decide to turn progress invoicing off in QuickBooks, you can still create an invoice from an entire estimate and then edit the invoice. The invoice, however, will not include previous totals billed for the job or comparisons to the estimate.

Don't Print Zero Amounts - Select this checkbox to indicate that you do not want line items that have zero amounts to print on your progress invoices.

Warn About Duplicate Estimate Numbers – This feature is obvious, but you should be aware that using this feature causes QuickBooks to take more time to record an estimate.

QuickBooks for CPAs 2005



No Payroll - QuickBooks allows you to turn off payroll, in which case you will not see any of the payroll-related commands on the Employees Navigator. Many companies use an outside payroll service, and turning off payroll provides hides the payroll screens from view and allows QuickBooks to perform a little faster. Turning payroll off does not cause you to lose any data. If you have previously entered payroll information, your records will retain that information.

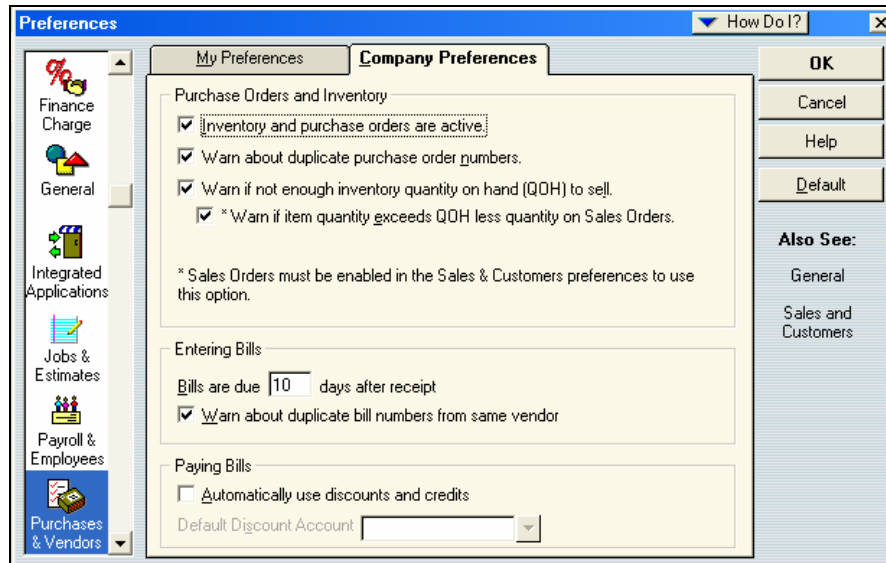
Employee Defaults – This option allows you to enter payroll information that most employees have in common, such as deductions for taxes, health insurance, or union dues. QuickBooks saves the information so that you won't have to re-enter it when you set up the payroll record for an individual employee. If there are a few exceptions, you can change them on an individual basis whenever you need to. Any changes you make to the default setup will appear every time you enter information for a new employee.

Preferences For Printing Paychecks – This option allows you to control the printing of employee address on checks; the printing of company address on checks; the printing of sick information on checks; the printing of vacation information on checks; and the printing of pay periods in the check memo field.

Recall Quantity Field On Paychecks – This option determines whether QuickBooks automatically carries forward quantities from the last pay period's paychecks. If you add a payroll item to a paycheck and answer "No" when QuickBooks asks you if you want to add the item to the employee's record, QuickBooks does not carry the quantity forward to the next paycheck.

Print Employee List One Per Page – This option determines whether QuickBooks prints each employee's payroll information on a separate page when you print your Employee list. This is handy for filing each employee's page with your other paper records for the employee.

QuickBooks for CPAs 2005



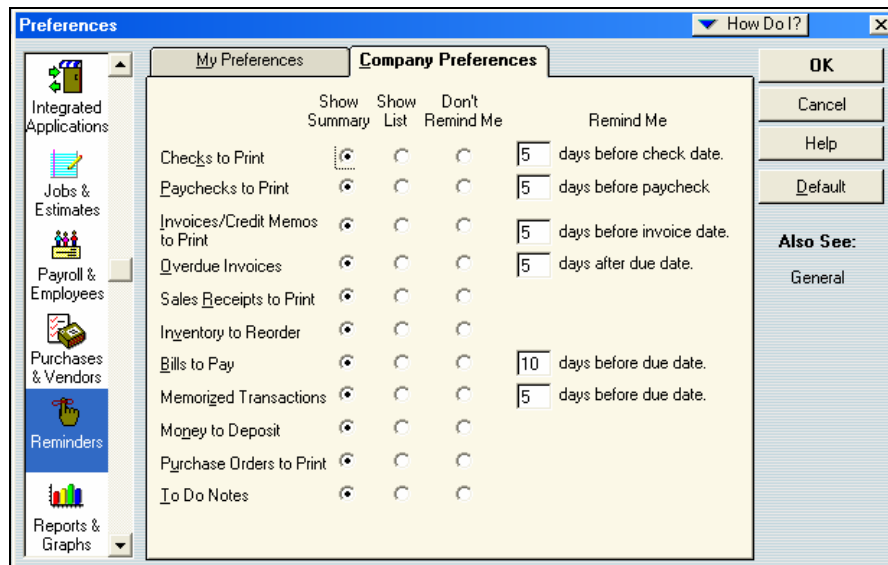
Inventory And Purchase Orders Are Active – This option allows you to create inventory part items, write purchase orders, and create inventory-related reports.

Warn If Item Exceeds Amount on Hand Less Quantity On Sales Orders - QuickBooks warns you when the quantity you try to sell plus the quantities already on sales orders is more than the quantity you currently have in stock.

Bills Are Due X Days After Receipt - QuickBooks assumes that bills are due 10 days after receipt. This means that if you enter a bill dated January 1, QuickBooks will show January 11 as the due date. QuickBooks uses the due date to determine when to add the bill to the "Bills to pay" section of your Reminders list.

Automatically Use Discounts And Credits - QuickBooks automatically applies any vendor discount or credits to the bill that you are paying in the Pay Bills window. You can choose the Default Discount Account that you want to use to track your vendor discounts.

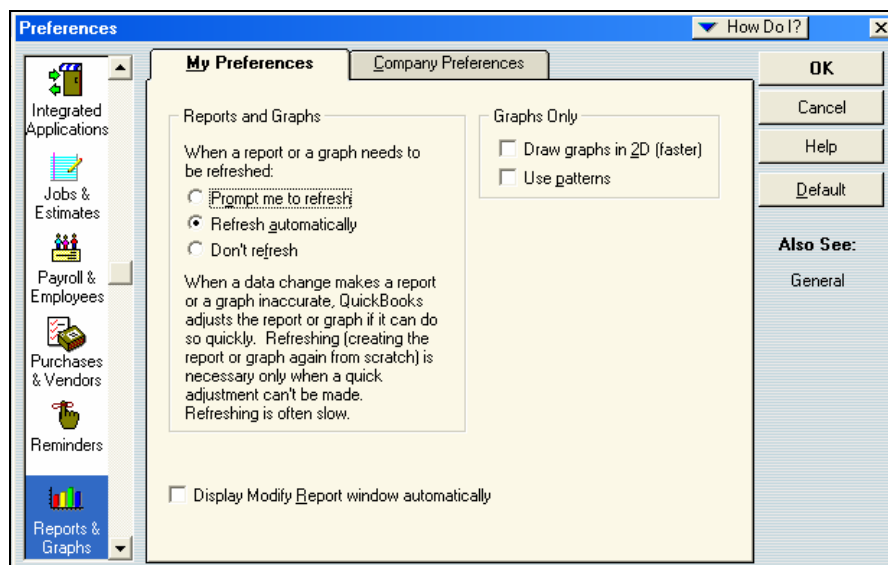
QuickBooks for CPAs 2005



Show Summary – This option selects the least amount of detail: a one-line summary that shows the total amount of the transactions due. For example if your company has \$500 worth of bills to pay, the Reminders list represents the bills as follows: Bills to pay -\$500.00. If you want the list to show more detail, select "Show list" instead of "Show summary."

Don't Remind Me – This option removes the activity from the Reminder's list. For example if your company doesn't send out invoices, selecting "Don't remind me" for "Overdue invoices" removes the entry for overdue invoices from the list. To add an activity back to the list select either "Show list" or "Show summary."

Remind Me – This option allows you to enter the number of days in advance that you need to be reminded about handling a particular type of transaction.



QuickBooks for CPAs 2005

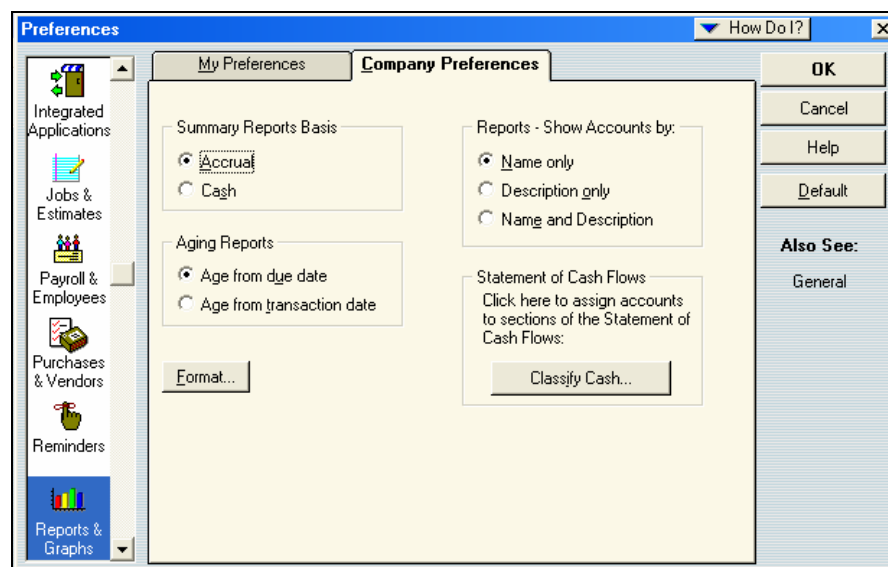
Reports And Graphs - This preference applies only when QuickBooks can't make an automatic adjustment and the entire report or graph needs to be refreshed. Because refreshing a report or graph often takes much longer than an automatic adjustment, this preference gives you control over when and how refreshing occurs. Normally, QuickBooks adjusts a report or graph automatically when a change occurs. The three options are discussed below:

Refresh Automatically - This option provides up-to-the-minute accuracy but is the slowest of the three options.

Don't Refresh - This option is the fastest of the three options, but you must remember to manually refresh your graphs when needed.

Graphs Only – This option determines how QuickBooks draws graphs on your screen – 2D or 3D. QuickBooks draws the 2D graphs faster. Additionally, QuickBooks draws 2D graphs by using black-and-white patterns to differentiate bars, pie segments, and legend entries. When this preference is off, QuickBooks uses color instead of patterns (if you do not have a color monitor, QuickBooks uses shades of gray).

Display Modify Report Window Automatically – This option opens the Modify Report window automatically when you create a report. You use this window to change the date range of the report, add or delete columns, and change appearance of the report in other ways. When this preference is off, the Modify Report window doesn't appear automatically. To display the window, you must click “Modify Report” on the report's button bar.



Summary Reports Basis - For summary reports, this option determines when income counts as income and expenses count as expenses. The accrual option produces reports to show sales as income from the date of a sale, and bills as expenses from the date of a bill. The cash option causes your reports to show sales as income from the date you receive payment, and bills as expenses from the check date when you pay them. For example, a cash basis profit and loss report does not show outstanding invoices as income, or unpaid bills as expenses. This

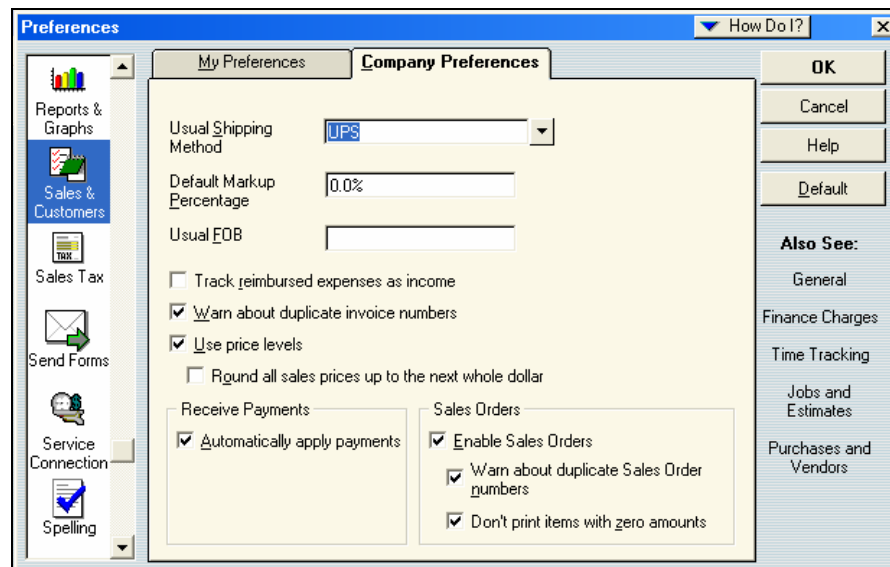
QuickBooks for CPAs 2005

preference affects most summary reports (reports that summarize amounts and do not list transactions). It does not affect reports that list individual transactions, 1099 reports, or sales tax liability reports. You can change the report basis of sales tax liability reports in the Sales Tax section of the Preferences window. Transaction reports and 1099 reports are always on a cash basis.

Aging Reports – This option sets the starting point for counting the number of overdue days on aging reports. These reports track unpaid invoices or bills by showing how much is currently due and how much is overdue. This preference affects all aging reports as well as the accounts receivable and accounts payable graphs. **Age from due date** – Select this option if you want the overdue days to start from the due date that appears on an invoice, statement, or bill. **Age from transaction date** – Select this option if you want the overdue days to start from the date you wrote an invoice, wrote a statement, or received a bill.

Format – This option allows you to change the appearance of the report, including fonts, negative amounts, rounding to thousands of dollars, eliminating cents, and eliminating all zero amounts.

Show Accounts By - Normally, accounts appear by name in reports. Alternatively, you can have your reports list accounts by the descriptions you entered when you created the accounts.



Usual Shipping Method - If you use a particular shipping method regularly, you can have QuickBooks automatically fill in that shipping method on sales forms where the Ship Via field appears.

Default Markup Percentage - QuickBooks uses this percentage to calculate the sales price of items that have both a cost and a sales price. You will see the effect of the default markup percentage when you create inventory part, non-inventory part, service, and other charge items. When you enter the item's cost, QuickBooks automatically calculates the sales price and enters it in the Sales Price field. For example, entering a cost of \$10.00 when the markup is 25% causes

QuickBooks for CPAs 2005

QuickBooks to fill in the sales price as \$12.50. If you don't want to use the default markup for a particular item, simply change the sales price that QuickBooks fills in.

Usual FOB - FOB, which stands for "free on board," refers to the site from which you usually ship your invoiced products. It has no accounting implications within QuickBooks. You can specify an FOB site, to be filled in automatically on sales forms where the FOB field appears.

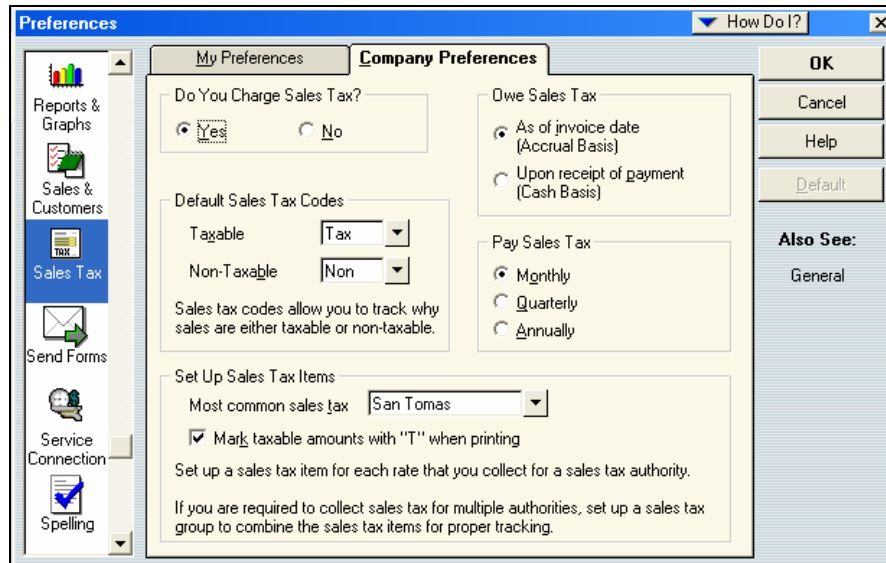
Track Reimbursable Expenses As Income - This preference lets you track an expense and your customer's reimbursement for the expense in separate accounts. When this preference is on, QuickBooks adds this checkbox and field to the New and Edit Account windows for expense accounts so you can select an income account to track reimbursable income. When you bill a customer for this type of expense, QuickBooks records the customer's payment in the income account. This is useful when you charge sales tax on reimbursement income. When this preference is off, QuickBooks does not let you track customer reimbursements in a separate income account. The income you receive for reimbursable expenses posts to the expense account, thus canceling the original expense.

Price Levels - Price levels let you automatically increase or decrease inventory, non-inventory, and service item prices. You create price levels, then use them on sales forms to adjust the price of an item. For example, you might create a price level called "wholesale" and specify a decrease of 20%. Then when you sell an item and attach the "wholesale" price level, the amount of that item is automatically reduced by 20%. For each price level you create, you assign a name and percentage of increase or decrease. You can use price levels on invoices, sales receipts, or credit memos. When you apply a price level to an item on a sales form, the adjusted price appears in the Rate column.

You can assign price levels to customers and jobs. Then, whenever you use that customer and job on a sales form, the associated price level is automatically used to calculate the item price. Price levels associated with customers will not automatically be used when reimbursable items are added to invoices or sales receipts or when invoices are created from estimates. In both cases, the item amount you originally entered will be carried over. You can then manually adjust the rate, using price levels, after the invoice or sales receipt has been created.

Automatically Apply Payments - QuickBooks automatically applies a customer's payment to the outstanding invoices for that customer. If the amount received is less than the customer's outstanding balance, QuickBooks applies the payment to the oldest invoices first. When this preference is off, QuickBooks does not automatically apply customer payments. You must specify how to apply each payment when you are in the Receive Payments window.

QuickBooks for CPAs 2005



Default Sales Tax Codes - At initial setup, items marked non-taxable are identified as “Non”, and those marked taxable are identified as “Tax”. You can subsequently set up your own tax codes to accommodate any situation for which you collect sales tax. If you never collect sales tax, QuickBooks assigns a default code of “Non” just for reporting purposes.

Owe Sales Tax - Select As of invoice date if you owe sales tax from the moment you write an invoice or make a sale. QuickBooks handles your sales tax liability on an accrual basis even if the accounting basis for your reports is set to cash. Select Upon receipt of payment if you owe sales tax only when you finally receive cash from a customer. QuickBooks handles your sales tax liability on a cash basis even if the accounting basis for your reports is set to accrual.

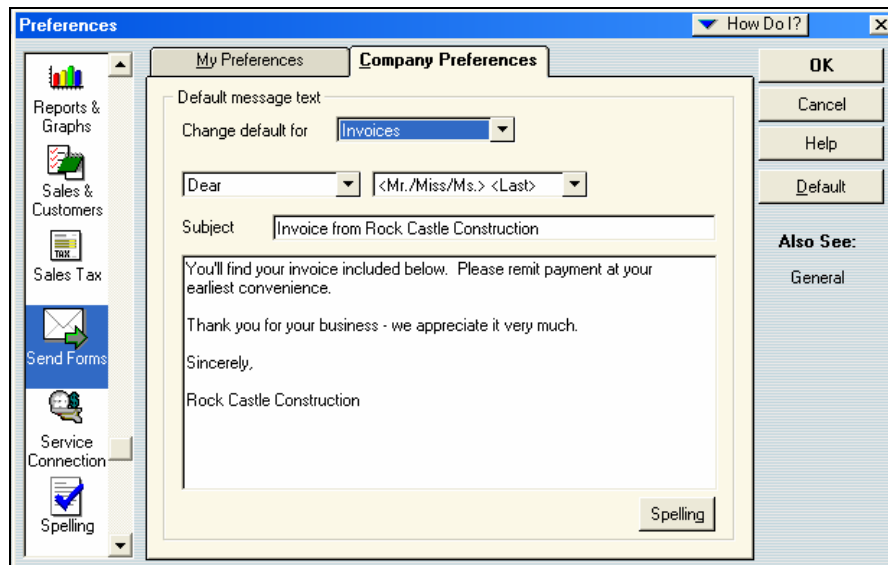
Pay Sales Tax - No matter which choice (monthly, quarterly, or annually) you make, you can pay sales tax at any time. Your choice sets up the period of time covered by your sales tax reports. You should always use the Pay Sales Tax window to pay your sales tax, not the Write Checks window. For example, if you select Monthly, QuickBooks uses the previous month as the base for your sales tax reports (you can change the date range of the report if you need to). In the Pay Sales Tax window, QuickBooks displays the sales tax due through the end of the previous month.

Mark Taxable Amounts With "T" When Printing – If a line item on a sales form is taxable, QuickBooks places a "T" next to the amount on the printed form, for example:

Description	Qty	Rate	Amount
T-shirts	5	10.00	50.00T

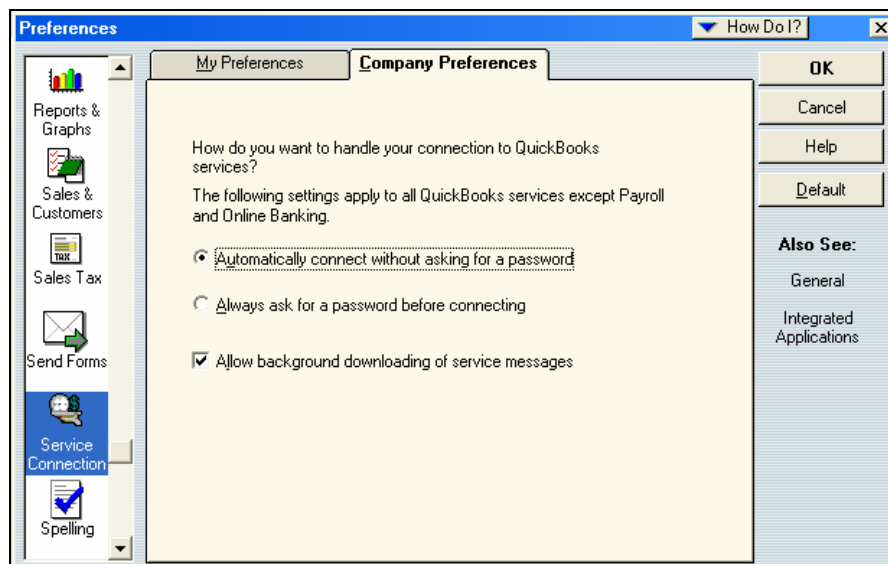
If you don't want the Ts to print on your sales forms, clear the checkbox.

QuickBooks for CPAs 2005



These preferences change the default cover note for business forms you send by e-mail. For example, you can have one cover note for invoices or statements and a separate one for estimates. You can choose whether you want the new note to be the default for invoices, estimates, statements, sales orders, sales receipts, credit memos, purchase orders, or reports. You can also use the drop-down lists to change the salutation ("Dear," etc.) and the format (<First> <Last> etc.) of the customer's name. Following are examples of how the salutation and name format options work together:

Dear Kristy Abercrombie
To Kristy Abercrombie
Dear Ms. Abercrombie
To Ms. Abercrombie
Dear Kristy
To Kristy

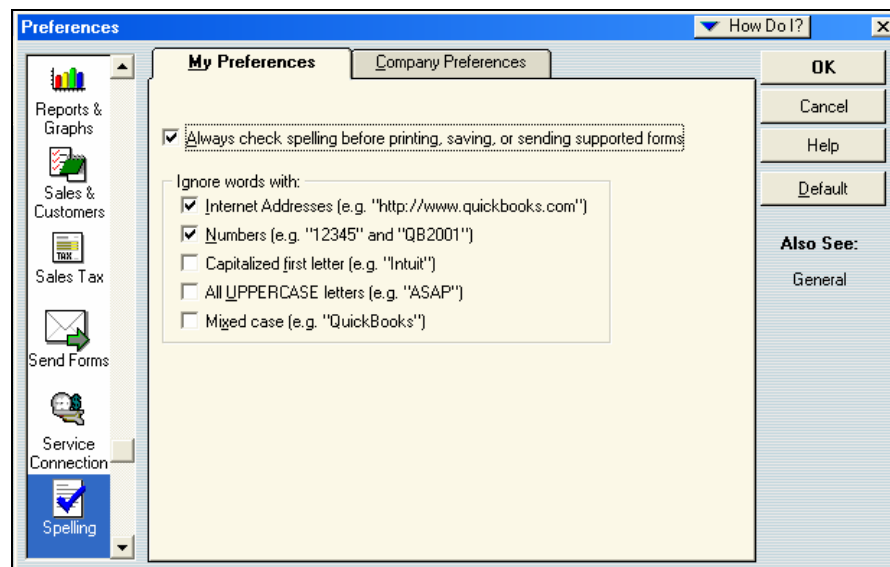


QuickBooks for CPAs 2005

You can specify how you (and other company file users) log in to QuickBooks Business Services. You must be the company administrator in order to change this preference. This option allows you to automatically connect without asking for a password. All users of the same company file will automatically be logged in to the QuickBooks Business Services network. When you make this selection, you are automatically logged in without having to provide a Login name or password.

Alternatively, you can always ask for a password before connecting. Users of the same company file will be required to provide a Login name and password each time they access QuickBooks Business Services. Choose this option if you've granted individual service access rights to other company file users or if you have multiple employees using the same company file.

You can also control the background downloading of service messages. When you select this checkbox, service updates are automatically downloaded from the Intuit server to your computer. QuickBooks periodically checks the Intuit server for new updates, and downloads information gradually when your open Internet connection is not being used by another process or application.



Spell Checker - Spell Checker can check the spelling in the Description, Memo, and Message fields of most sales forms invoices, estimates, sales receipts, credit memos, and purchase orders, and text fields on certain forms and lists. The Spell Checker does not have the broad functionality of other spell checkers you may have used. It is intended to help you quickly check the spelling of words in most fields in which text can be entered. You can run Spell Checker automatically by checking "Always check spelling before printing, saving, or sending supported forms." When you click Save & New or Save & Close, Spell Checker runs automatically. If you want to run Spell Checker manually, clear the checkbox. Then, when you create a sales form, click Spelling in the toolbar. In the "Ignore words with" area, you can tell Spell Checker when to skip special spelling cases.

QuickBooks for CPAs 2005

The screenshot shows the 'Preferences' window with the 'Company Preferences' tab selected. The 'Do you file 1099-MISC forms?' question is answered 'Yes'. Below this is a table for mapping 1099 categories to QuickBooks accounts and setting reporting thresholds.

1099 Category	Account	Threshold
Box 1: Rents	None	600.00
Box 2: Royalties	None	10.00
Box 3: Other Income	None	0.00
Box 4: Federal Tax Withheld	None	0.00
Box 5: Fishing Boat Proceeds	None	0.00
Box 6: Medical Payments	None	0.00
Box 7: Nonemployee Compensation	Job Expenses:Su...	600.00
Box 8: Substitute Payments	None	10.00
Box 9: Direct Sales	None	5,000.00
Box 10: Crop Insurance Proceeds	None	0.00
Box 13: Excess Golden Parachute	None	0.00
Box 14: Gross Proceeds to Attorney	None	0.00

1099 Category, Account, And Threshold Table - For each 1099 category you report to the IRS, select the QuickBooks account you use to track 1099 vendor payments and the minimum (threshold) amount you must report to the IRS. If you track 1099 vendor payments in more than one QuickBooks account, identify each account by choosing "Selected accounts" from the top of the Account list. An account can belong to only one 1099 category. For example, if you set up an expense account named "Payments to Subcontractors" and you've selected it to track the 1099 category "Non employee Compensation," you can't use "Payments to Subcontractors" for any other 1099 category. You can track 1099 categories in these types of accounts: expense, other expense, other current asset, fixed asset, other asset, other current liability, and long-term liability. Many businesses report amounts only for Box 7: Non-employee compensation.

The screenshot shows the 'Preferences' window with the 'Company Preferences' tab selected. The 'Do You Track Time?' question is answered 'Yes'. The 'First Day of Work Week' is set to 'Monday'.

Time Tracking – This option allows you to track time for yourself, employees, owners, partners, and vendors. For entering time information, QuickBooks offers either single activity forms or weekly timesheets.

QuickBooks for CPAs 2005

You can use the Stopwatch to time a current activity, such as when you answer a phone call from a client. You can assign time to particular jobs and then bill those hours back to the customer.

You can preview your employees' time information along with their paychecks when you pay them. You can edit the hours to be paid; the original record of time worked remains unchanged. You can create four customizable time reports to break down your company's time spent by employee, by job, or by the type of work or services your company provides.

When you track time, QuickBooks displays a Time Tracking submenu on the Customers and Employees menus and four time-related reports on the Jobs & Time submenu of the Reports menu. If you answer No, you can always turn on time tracking later by clicking Yes in this window.

First Day of Work Week - QuickBooks adjusts your timesheets so that each weekly period begins with the day of the week you select. If a timesheet happens to be open when you make this change, the change does not occur in the timesheet until you close and reopen it.



QUICKBOOKS IN-DEPTH

SETTING UP CUSTOMERS, VENDORS, & EMPLOYEES

CHAPTER 8

QuickBooks for CPAs 2005

SETTING UP CUSTOMERS

Name	Balance	Notes	Job Status	Estimate Total
♦Abercrombie, Kristy	0.00			15,539.28
♦Family Room	0.00		Not awarded	
♦Kitchen	0.00		Pending	4,792.00
♦Remodel Bathroom	0.00		Closed	10,747.28
♦Baker, Chris	1,040.00			
♦Family Room	1,040.00		Closed	
♦Balak, Mike	0.00			
♦Utility Shed	0.00		Closed	
♦Barley, Renee	0.00			
♦Repairs	0.00		Closed	
♦Bolinski, Rafal	0.00			13,136.67
♦2nd story addition	0.00		Closed	13,136.67
♦Bristol, Sonya	0.00			
♦Utility Shed	0.00		Closed	
New	1,005.00			
Edit	1,005.00			
Delete	0.00			
Add Job	0.00		Closed	
Make Inactive	7,812.63			35,594.54
Show All Customers	5,003.30		In progress	22,427.44
Hierarchical View	2,809.33		In progress	13,167.10
Flat View	0.00		Closed	4,225.41
Use	0.00		Closed	602.40
Find in Transactions...	0.00		Closed	602.40
Notepad	0.00			
Print List...	0.00			
Re-sort List	0.00		Closed	2,513.45

The screen above shows the Customer:Job list, including the Customer:Job pop up menu in the lower left hand corner. This menu allow you to affect the status of the list and its items, such as New, Edit, Make Inactive, Delete, Use, and Print List. The Activities menu button provides access to activities that you can perform on that list's items, such as Receive Payments for customers or Enter Bills for vendors. Finally, the Reports menu button shows many of the reports that you can create for the list's items. Clicking on the New Customer button displays the following screen:

QuickBooks for CPAs 2005

The screenshot shows the 'New Customer' window in QuickBooks Enterprise Solutions. The title bar reads 'Rock Castle Construction - QuickBooks Enterprise Solutions - [New Customer]'. The menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Invoice, Cust, Item, MemTx, Vend, Check, Bill, Reg, Acct, Rmnd, Find, and Backup. The main form area has the following fields and controls:

- Customer Name: [Text Field]
- Opening Balance: [Text Field] as of 12/15/2003 [Date Picker]
- How do I determine the opening balance? [Help Link]
- Buttons: OK, Cancel, Next, Help
- Customer is inactive [Checkbox]
- Tabs: Address Info (selected), Additional Info, Payment Info, Job Info
- Address Info Tab Fields:
 - Company Name: [Text Field]
 - Contact: [Text Field]
 - Phone: [Text Field]
 - FAX: [Text Field]
 - Mr./Ms./...: [Text Field]
 - Alt. Ph.: [Text Field]
 - First Name: [Text Field] M.I.: [Text Field]
 - Alt. Contact: [Text Field]
 - Last Name: [Text Field]
 - E-mail: [Text Field]
 - Addresses:
 - Bill To: [Text Field]
 - Ship To: [Text Field]
- Check Credit [Button]

This screen is used to add new customers to your Customer:Job list and to change information about customers who are already on the list. Most of the fields should be obvious. However, if you don't plan to set up separate jobs for this customer, enter job information on the Job Info tab. You should determine the opening balance and "as of" date for a customer. These two fields establish a correct accounts receivable balance as of the start date you choose. You should leave these fields blank if you are planning to set up one or more jobs for this customer. QuickBooks will calculate and track the overall balance for this customer from the balances you enter for the individual jobs.

While this should be obvious, we will point out that you must enter all historical transactions from the day after your start date through today. For example, if you wrote invoices to this customer between your start date and today, you must enter those invoices into your QuickBooks records. This gives QuickBooks the ability to provide full financial reports for your company for any period of time after your start date.

QuickBooks for CPAs 2005

The screenshot shows the 'New Customer' window in QuickBooks Enterprise Solutions. The title bar reads 'Rock Castle Construction - QuickBooks Enterprise Solutions - [New Customer]'. The menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Invoice, Cust, Item, MemTx, Vend, Check, Bill, Reg, Acct, Rmnd, Find, and Backup. The main form has several tabs: Address Info, Additional Info (selected), Payment Info, and Job Info. The 'Additional Info' tab is divided into sections: 'Categorizing and Defaults' with fields for Type, Terms, Rep, and Preferred Send Method; 'Sales Tax Information' with fields for Tax Code, Tax Item, and Resale Number; and 'Custom Fields' with fields for Price Level, Contract #, B-Day, and Spouse's Name. A 'Define Fields' button is located below the Custom Fields section. On the right side of the window, there are buttons for OK, Cancel, Next, and Help, along with a checkbox for 'Customer is inactive'.

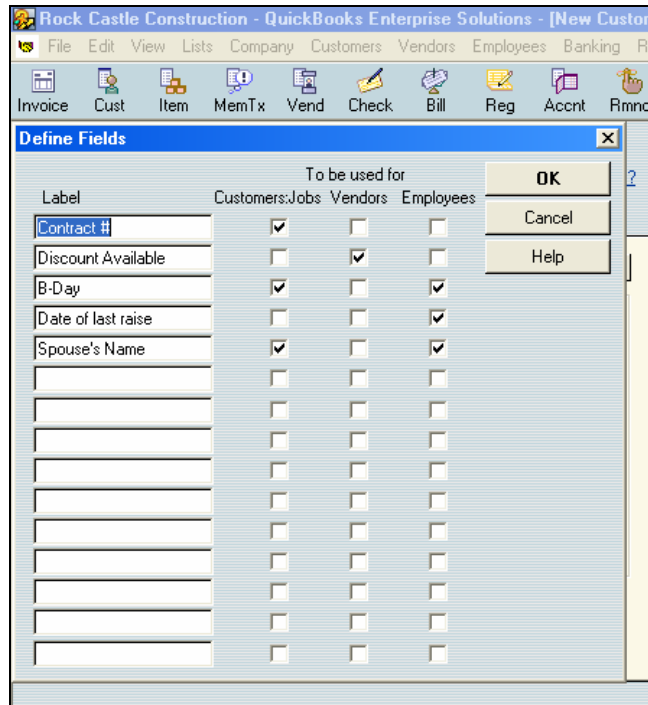
Type – Once you have assigned a customer type to each customer, you can create reports that provide useful information about the customers you serve. For example, if you have categorized your customers by market segment, you can create a separate sales report for each segment. For example, a building contractor might use customer types to record a client's market segment: residential, commercial, industrial, etc.

Preferred Send Method – You can choose how you want to send invoices, statements, estimates, etc. to this customer, including e-mail or fax.

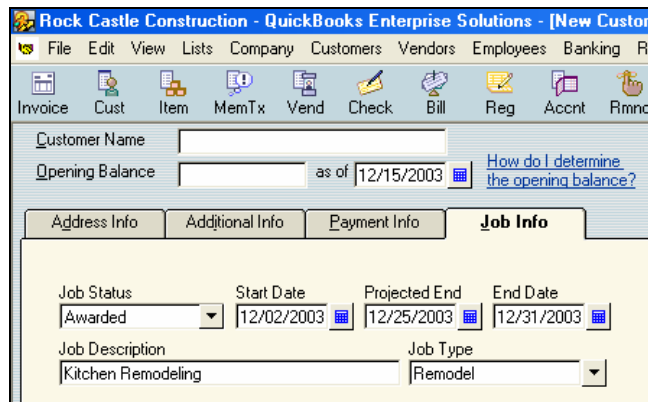
Resale Number – Entering a number here indicates that you don't charge sales tax on items that a customer buys for resale. However, be cautioned that this field is for information only; you will still need to suppress sales taxes in the ordering process.

Custom Fields - Custom fields let you add to the information that QuickBooks tracks about your customers, vendors, and employees and the items that you purchase and sell. You can also add your custom fields to sales and purchase forms. QuickBooks treats the information you enter into a custom field the same way it treats information entered into any other field. If you memorize a transaction that has a custom field, QuickBooks memorizes what you entered in the field along with the other details of the transaction. If you export a list that contains data in custom fields, QuickBooks exports that data along with the other data from the list. The custom field screen is shown below:

QuickBooks for CPAs 2005



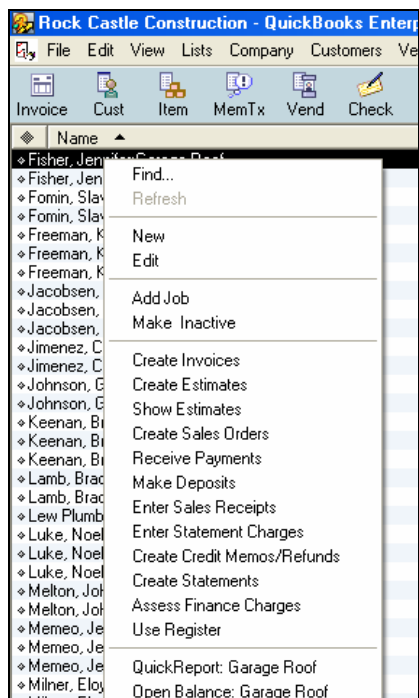
QuickBooks handles jobs as a subset of the customer record. As you can see below, QuickBooks does not capture very much information about a job; only a few fields of data are available to save.



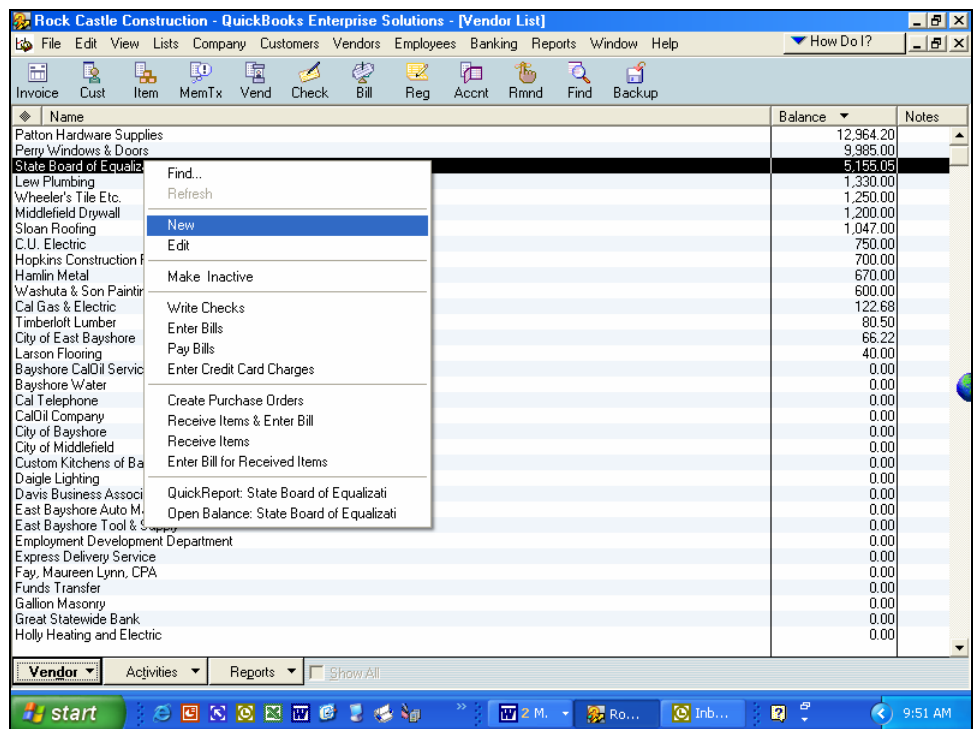
To add more than one job to a given customer, you need to choose “Add Job” from the customer menu screen.

QuickBooks for CPAs 2005

Right Mouse Menus - When working with customer lists, as well as other lists, it is important to remember that right mouse clicking on a name of that list is a great shortcut to performing everyday tasks. Presented below is a screen shot of the resulting menu.

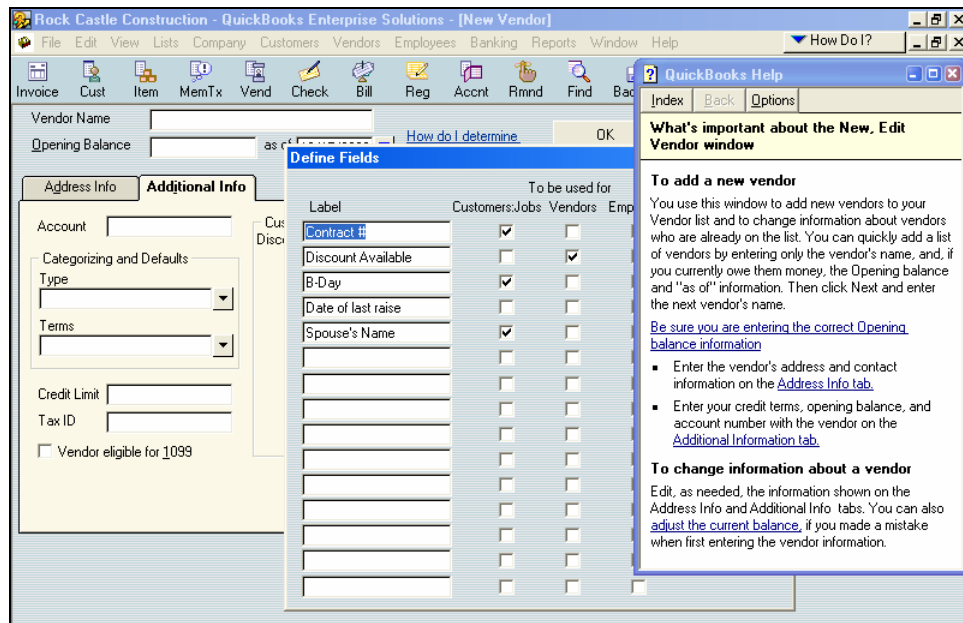


SETTING UP VENDORS

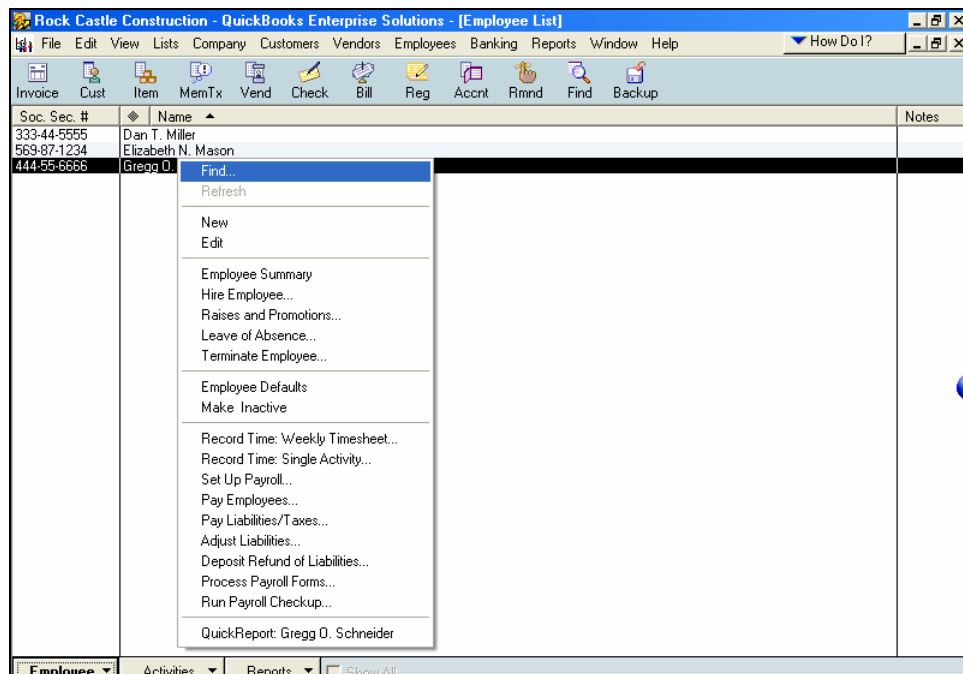


QuickBooks for CPAs 2005

Setting up vendors is a similar process to setting up customers. There is a similar look and feel to the screens and similar data fields, etc. For example, you can establish a vendor type just like a customer type, you can set up custom field for vendors just like custom fields for customers, and the user menus work the same way, as well.



SETTING UP EMPLOYEES



QuickBooks for CPAs 2005

Setting up a new employee is a different process than setting up a new customer or vendor in that QuickBooks launches a wizard to walk you through the entire employee set up process. The screens below demonstrate this wizard:

Hire an Employee

The following screens step you through hiring a new employee. Not all fields are required, however, we recommend that you enter as much information as possible to maintain a complete employee record.

What form and information will I need?

- Employee name
- Social security number
- Phone number
- Address
- Emergency contact info
- Date of hire
- I-9
- Taxes
- Vacation
- Direct deposit

If you are using a QuickBooks payroll service, or if you track salary/wages, you will need to setup the appropriate [payroll items](#).

Check out [Employment Regulations](#) for more information.

Identification - Page 1 of 9

Please provide the Name and Social Security Number of the person you are hiring:

Mr./Ms./...

*First Name M.I.

*Last Name

Print on Checks As

SS No.

Account No. (Employee ID)

*Required fields

Address - Page 2 of 9

Please enter address information:

Address

City

State Zip

Contact - Page 3 of 9

Please enter contact information:

Phone

Cellular

Alt. Phone

Fax

E-Mail

Pager

Personal - Page 4 of 9

Please enter personal information:

US Veteran

Military Status

Marital Status

Date of Birth

Emergency - Page 5 of 9

Please enter emergency contact information:

Primary Contact

Name

Phone

Relation

Secondary Contact

Name

Phone

Relation

QuickBooks for CPAs 2005

QuickBooks Enterprise Solutions [Hiring Caltrain Collins]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Bo

Employment - Page 7 of 9

Please enter employment details:

Target Bonus

Full-Time/Part-Time

Type

Exempt (FLSA Status)

Key Employee

Wh...
Wh...
Em...
Wh...
and
If I e...
acce...
Wh...
Lea...

Prev Next Finish Cancel

Rock Castle Construction - QuickBooks Enterprise Solutions - [Haring - Carlton Collins] - Windows

File Edit View Lists Company Customers Vendors Employees Banking Reports Windows

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find B

Authorization - Page 9 of 9

Please enter work authorization information:

US Citizen

I-9 on File

Why
What
Learn

Prev Next Finish Cancel

Notice that during this wizard process, QuickBooks provides links to discussions about each field. Once you complete the set up wizard, the following screen is displayed, similar to the customer and vendor set up screens.

Rock Castle Construction - QuickBooks Enterprise Solutions - [Edit Employee]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Information for: Carlton Collins

Change tabs: Personal Info

Personal Address and Contact Additional Info

Mr./Ms./... Mr.

Legal Name

First Name Carlton M.I.

Last Name Collins

Print on Checks as Carlton Collins

SS No. 444-44-4444

Gender Male

Date of Birth

Marital Status Married

U.S. Citizen Yes

Ethnicity Unknown or Other

Disability

Disabled No

Description

I-9 Form

On File

Work Authorization

Expiration

Military

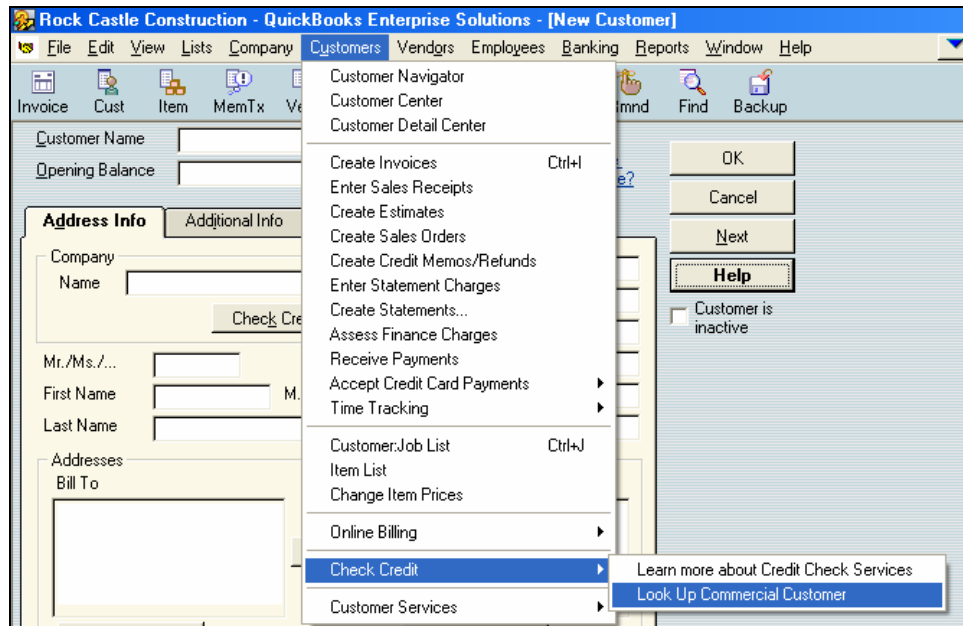
U.S. Veteran No

Status

☐ Employee is inactive

OK Cancel Notes Help

QuickBooks for CPAs 2005



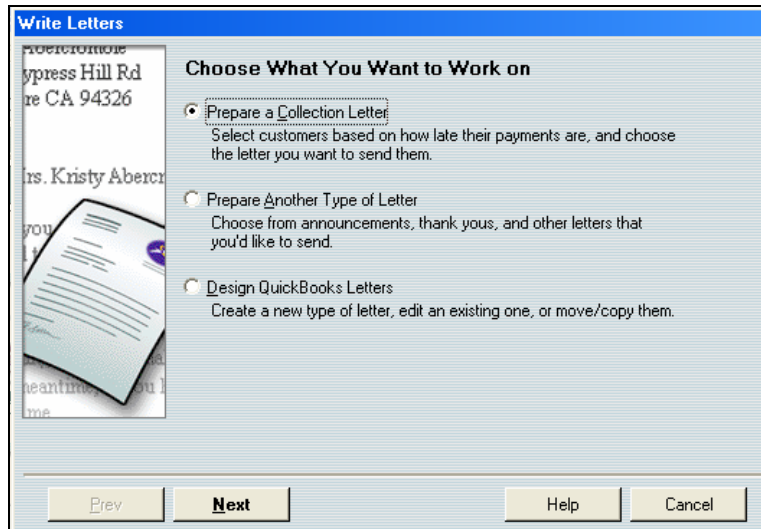
You can get a credit report on any customer, or prospective customer, selecting “Check Credit” from the Customers menu, and then select Look Up Commercial Customer. At the Credit Check Services window, select the Existing Customer tab if the company you are checking is already in your customer list. Otherwise, select the New Customer tab. Next select a company or enter the company name and state. Then select Get Credit Report and click Start. If no matching company is found, make certain that the company name and the state in which it is located are both correct. If multiple possible matches are found, select the best match and click Continue. If a large number of companies is found, click Advanced Search and add additional criteria. If the company you selected is not an exact match for a customer in your customer list, the information from the D&B database is displayed next to the information from your QuickBooks customer list. Check "Update billing address in QuickBooks with information from D&B" if you want the D&B information to replace the QuickBooks information. The information in QuickBooks will be saved in the customer notes area. Pricing for the Credit eValuator Report service is as follows:

Features	Price
Credit eValuator Reports in QuickBooks	\$24.99 ea
Comprehensive Reports	\$121.99 ea
Industry Reports	\$24.99 ea
Credit Alerts	\$49.99/mo

With the Credit eValuator Report service, credit reports are downloaded right into QuickBooks.

QuickBooks for CPAs 2005

QuickBooks Letters – With QuickBooks Letters you can also use this feature to edit a set of prewritten, preformatted business letters in Microsoft Word using QuickBooks data. This allows you to send letters to customers or vendors such as collection letters, thank you notes, and more. To create a letter, use the QuickBooks Write Letters wizard, where you'll specify choices for letter types, lists of recipients, and other information. When you've made all the necessary selections, you'll leave the wizard and begin creating your letters in Word. As you work in Word, you can access a set of QuickBooks toolbars that will help you enter data fields in the letters you create. QuickBooks fields act as placeholders for the QuickBooks data extracted from your names lists.



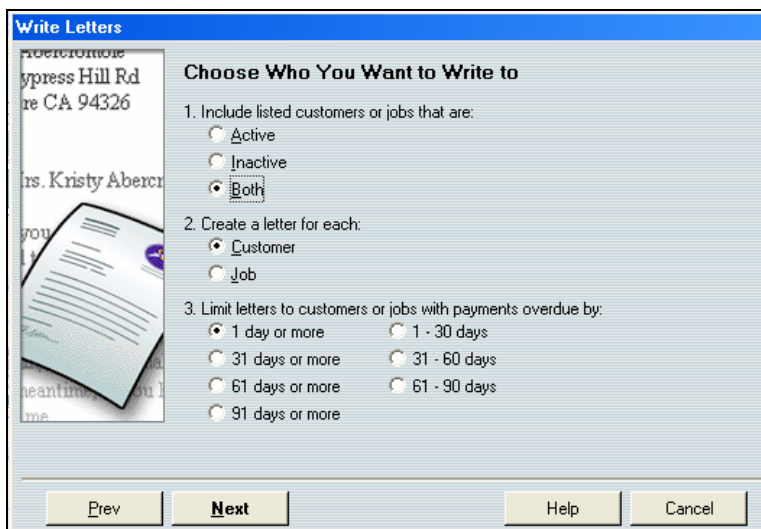
The screenshot shows the 'Write Letters' wizard window. On the left is a preview of a letterhead with the address '10000 Cypress Hill Rd, Suite 200, CA 94326' and the name 'Mrs. Kristy Abercrombie'. The main area is titled 'Choose What You Want to Work on' and contains three radio button options: 'Prepare a Collection Letter' (selected), 'Prepare Another Type of Letter', and 'Design QuickBooks Letters'. Each option has a brief description. At the bottom are buttons for 'Prev', 'Next', 'Help', and 'Cancel'.

Write Letters

Choose What You Want to Work on

- ☒ **Prepare a Collection Letter**
Select customers based on how late their payments are, and choose the letter you want to send them.
- ☐ **Prepare Another Type of Letter**
Choose from announcements, thank yous, and other letters that you'd like to send.
- ☐ **Design QuickBooks Letters**
Create a new type of letter, edit an existing one, or move/copy them.

Prev Next Help Cancel



The screenshot shows the 'Write Letters' wizard window at the second step, 'Choose Who You Want to Write to'. The left preview is the same as the first step. The main area contains three numbered sections with radio button options: 1. 'Include listed customers or jobs that are:' with options 'Active', 'Inactive', and 'Both' (selected); 2. 'Create a letter for each:' with options 'Customer' (selected) and 'Job'; 3. 'Limit letters to customers or jobs with payments overdue by:' with a grid of options including '1 day or more' (selected), '1 - 30 days', '31 days or more', '31 - 60 days', '61 days or more', '61 - 90 days', and '91 days or more'. At the bottom are buttons for 'Prev', 'Next', 'Help', and 'Cancel'.

Write Letters

Choose Who You Want to Write to

1. Include listed customers or jobs that are:
 - ☐ Active
 - ☐ Inactive
 - ☒ Both
2. Create a letter for each:
 - ☒ Customer
 - ☐ Job
3. Limit letters to customers or jobs with payments overdue by:

☒ 1 day or more	☐ 1 - 30 days
☐ 31 days or more	☐ 31 - 60 days
☐ 61 days or more	☐ 61 - 90 days
☐ 91 days or more	

Prev Next Help Cancel



QUICKBOOKS IN-DEPTH

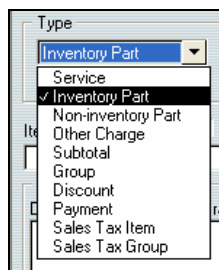
SETTING UP INVENTORY & SERVICE ITEMS

CHAPTER 9

QuickBooks for CPAs 2005

Name	Description	Type	Account	On Hand	On Sales Order	Price
Blueprint changes		Service	Construction:Miscellaneous			0.00
Concrete Slab	Foundation slab - prep and pour	Service	Construction:Labor			0.00
Floor Plans	Floor plans	Service	Construction:Miscellaneous			0.00
Framing		Service	Construction:Labor			55.00
Installation		Service	Construction:Labor			35.00
Labor		Service	Construction:Labor			0.00
Removals		Service	Construction:Labor			35.00
Repairs		Service	Construction:Miscellaneous			35.00
Subs		Service	Construction:Subcontractors			0.00
Carpentry		Service	Construction:Subcontractors			0.00
Drywall		Service	Construction:Subcontractors			0.00
Ductwork		Service	Construction:Subcontractors			0.00
Electrical		Service	Construction:Subcontractors			0.00
Insulation		Service	Construction:Subcontractors			0.00
Metalwork		Service	Construction:Subcontractors			0.00
Painting		Service	Construction:Subcontractors			0.00
Plumbing		Service	Construction:Subcontractors			0.00
Roofing		Service	Construction:Subcontractors			0.00
Tile		Service	Construction:Subcontractors			0.00
Cabinetry		Inventory Part	Construction:Materials	0	0	0.00
Cabinet		Inventory Part	Construction:Materials	104	0	0.00
Light		Inventory Part	Construction:Materials	8	0	1,799.00
Hardwood		Inventory Part	Construction:Materials	0	0	0.00
Door		Inventory Part	Construction:Materials	108	0	30.00
Lumber		Inventory Part	Construction:Materials	110	0	38.00
Wood Door		Inventory Part	Construction:Materials	0	0	0.00
Exterior wood door		Inventory Part	Construction:Materials	3	0	120.00
Interior wood door		Inventory Part	Construction:Materials	37	0	72.00
Appliances		Non-inventory Part	Construction:Materials			0.00
Cabinets - Custom		Non-inventory Part	Construction:Materials			0.00
Counter		Non-inventory Part	Construction:Materials			1,899.98
Flooring		Non-inventory Part	Construction:Materials			0.00
Fluorescent Ceiling Lighting		Non-inventory Part	Construction:Materials			0.00

When creating a new inventory item, QuickBooks supports a variety of inventory types, most notably service items and inventory items. The difference is that inventory items sit on the shelf, while service items are non-tangible labor items. It is common for most companies to sell both types of items. For example, an auto repair shop might charge you \$250 for a new fender (inventory item), and \$200 for 8 repair hours (service items). Presented below is the screen that is used to indicate the item type.



QuickBooks has four item types that perform calculations on the amounts of a sales form - subtotals, discounts, payments, and sales taxes. You must use a subtotal item before calculating a discount or a charge that covers several items. If you are applying the discount to more than one item, you must first use a subtotal item and then apply the discount to the subtotal.

QuickBooks for CPAs 2005

The screenshot shows the 'New Item' window in QuickBooks Enterprise Solutions. The title bar reads 'Rock Castle Construction - QuickBooks Enterprise Solutions - [New Item]'. The menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Invoice, Cust, Item, MemTx, Vend, Check, Bill, Reg, Acct, Rmnd, Find, and Backup. The main form is divided into several sections: 'Type' with a dropdown set to 'Inventory Part' and a note; 'Item Name/Number' with a text field containing 'Widget' and a 'Subitem of' checkbox; 'Purchase Information' with a description field, 'Cost' (12.00), 'COGS Account' (Cost of Goods Sold), and 'Preferred Vendor' (Lew Plumbing); 'Sales Information' with a description field, 'Sales Price' (24.00), 'Tax Code' (Tax), and 'Income Account' (Uncategorized Income); and 'Inventory Information' with 'Asset Account' (Inventory Asset), 'Reorder Point' (120), 'On Hand' (230), 'Total Value' (2,760.00), and 'As of' (12/15/2003). On the right side, there are buttons for OK, Cancel, Next, Custom Fields, and Spelling, along with an 'Item is inactive' checkbox.

According to Intuit, a common inventory mistake made by QuickBooks users is to create separate inventory part items for both sales and purchases. You must use the same inventory part item on both sales forms and purchase orders to keep the inventory accurate. *(For example, you should not receive 1006 doorknobs, and sell 1007 doorknobs.)* Why people make this mistake, I have no idea. Most likely this is a common occurrence because you can set up items on the fly in the Sales Order screen.

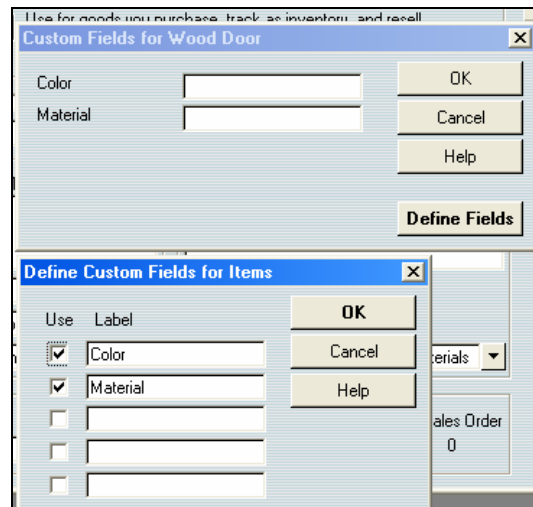
Item Name or Number – You can set up inventory items as a name or number. Which you use depends largely on what you are selling. Basically, the best rule is to use a name or number that will help you distinguish this item from all the others on the list.

Sub items – You can create a sub item of an existing item. For example, you may set up the item Door Knockers, with sub items of brass, metal, plastic, or solid gold. Sub items let you create a hierarchy of items so you can group information about similar items in sales reports and graphs. Sub items are purely for your own convenience. They look the same as items on sales forms and purchase orders.

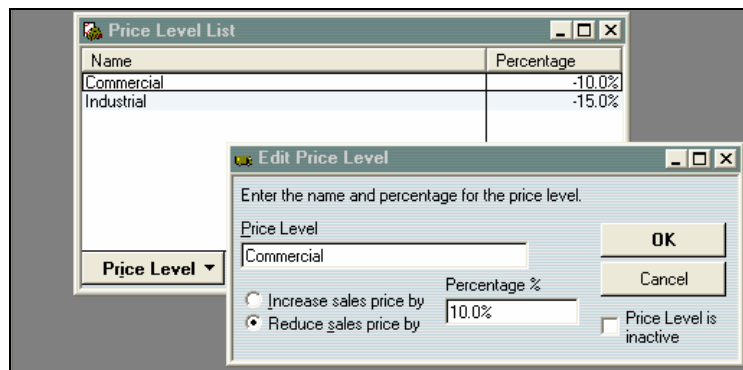
EOQ Modeling – QuickBooks supports minor Economic Order Quantity (EOQ) functions such as reorder points. This information is useful in producing a list of inventory items that need to be re-ordered.

Custom Fields – QuickBooks provides only 5 custom fields for inventory items, but they work the same way as other custom fields found elsewhere in the system. The screen where these fields are set up is shown below:

QuickBooks for CPAs 2005



Price Levels – You can use price levels in two different ways. You can apply a price level directly to items on a sales form or you can associate a price level with a customer. If you associate a price level with a customer, whenever you create a sales form for that customer, items will automatically appear with the new amount.



Price levels let you automatically increase or decrease inventory, non-inventory, and service item prices. You create price levels, then use them on sales forms to adjust the price of an item. For example, you might create a price level called "wholesale" and specify a decrease of 20%. Then when you sell an item and attach the "wholesale" price level, the amount of that item is automatically reduced by 20%. For each price level you create, you assign a name and percentage of increase or decrease. You can use price levels on invoices, sales receipts, sales orders, or credit memos. When you apply a price level to an item on a sales form, the adjusted price appears in the Rate column. You can also assign price levels to customers and jobs. Then, whenever you use that customer and job on a sales form, the associated price level is automatically used to calculate the item price.

Price levels associated with customers will not automatically be used when reimbursable items are added to invoices or sales receipts or when invoices are created from estimates. In both cases, the item amount you originally entered will be carried over. You can then manually adjust the rate, using price levels, after the invoice or sales receipt has been created.

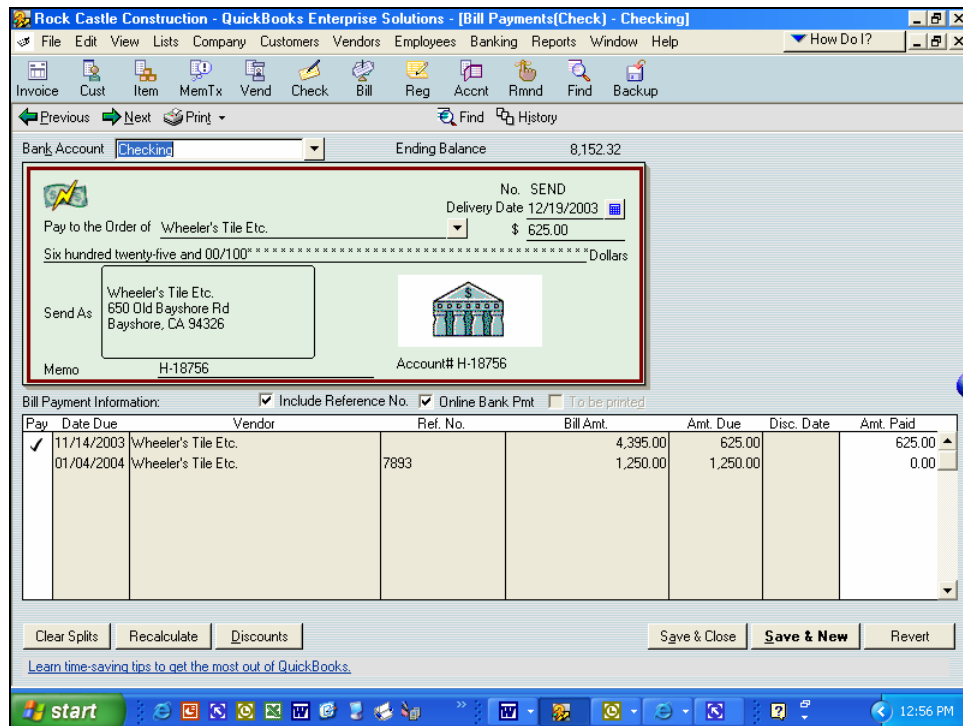


QUICKBOOKS IN-DEPTH

WRITING CHECKS

CHAPTER 10

QuickBooks for CPAs 2005



The process of writing a check is the most fundamental aspect of QuickBooks – more than anything else, the entire accounting system is centered around this activity. In QuickBooks, the user interface for writing checks looks like a normal checkbook. You should NOT use the Write Checks window to do any of the following: Write a paycheck, pay your payroll liabilities, pay sales tax, or pay bills you've already entered in the Pay Bills window. There are separate functions in the Employee and Vendor navigators for preparing checks for these purposes.

Three things to keep in mind while writing a check are as follows:

1. **AutoRecall** - Recalling the last transaction for a particular payee can be a time saver, especially if the data is the same or similar. To do this you must turn on AutoRecall. Then when you enter a name, QuickBooks automatically completes the transaction by filling in what you entered in the last transaction of that type for that person. For example, when you enter a vendor's name on a bill and press Tab, QuickBooks fills in the entire bill, just like the last one you entered for that vendor. If you have more than one previous bill from the vendor, QuickBooks bases the new bill on the bill with the most recent date. When this preference is off, QuickBooks does not complete transactions automatically. You still have the ability to recall a transaction from the Memorized Transaction list, however. AutoRecall works only with bills, checks, or credit card charges. You cannot use AutoRecall with purchase orders, invoices, sales receipts, payroll liability checks, or credit memos. Also, you cannot AutoRecall a transaction from one account to another. For example, if you have two checking accounts, you cannot write a check in one account, go to the other account, and then AutoRecall the check in the other account.

QuickBooks for CPAs 2005

2. If an open purchase order exists for this vendor, you are prompted to receive against it. You should click "Yes" to receive against one or more purchase orders. Keep in mind that all item information (quantity received, etc.) can be edited prior to saving the check.
3. If time data exists for this payee (ie: if this payee is a subcontractor, owner, or partner) QuickBooks prompts you to pay for the time worked if there is time data for the person if you have not previously paid this person for time worked, and there is time data within the last 12 months; or if there is time data dated on or after the first day after the ending date of the last payment to this person for time worked. To specify a time period so QuickBooks can pre-fill the Items tab of the check with time data, click "Yes" at the prompt. If you don't want this check to pay for time based on the time data, click No at the prompt. If you answer No and then change your mind, you can specify a time period by clicking Time in the Items tab of the Write Checks window.

Leaving the Dollar Field Blank – You can enter the amount of the check in the dollar field. However, if you leave this field blank, the amounts you enter in the detail area of the check will total automatically and display here.

Memorizing Transactions - If you have transactions that occur often, such as monthly bills or recurring invoices for clients, you can save time by memorizing the details of the transactions. Once you memorize a transaction, you can have QuickBooks reenter it for you at any time. You can even have QuickBooks automatically enter the transaction at intervals you specify. You cannot memorize the following transactions:

- Receipt or deposit of payments
- Bill payments
- Paychecks
- Time records
- Sales tax payments
- YTD payroll adjustments

QuickBooks for CPAs 2005

Rock Castle Construction - QuickBooks Enterprise Solutions - [Select Employees To Pay]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

How Do I?

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Bank Account: Checking

☒ To be printed

☒ Enter hours and preview check before creating.

☐ Create check without preview using hours below and last quantities.

Check Date: 12/15/2003 Pay Period Ends: 12/24/2003

Create Print Paychecks Leave Mark All

Employee	Pay Period	Rate	Hours	Last Pay Period End
Carlton Collins	Biweekly	0.00		
Dan T. Miller	Biweekly	1,596.15	8:00	12/10/2003
Elizabeth N. Mason	Biweekly	14.75	40:00	12/10/2003
Gregg O. Schneider	Biweekly	17.25	8:00	12/10/2003

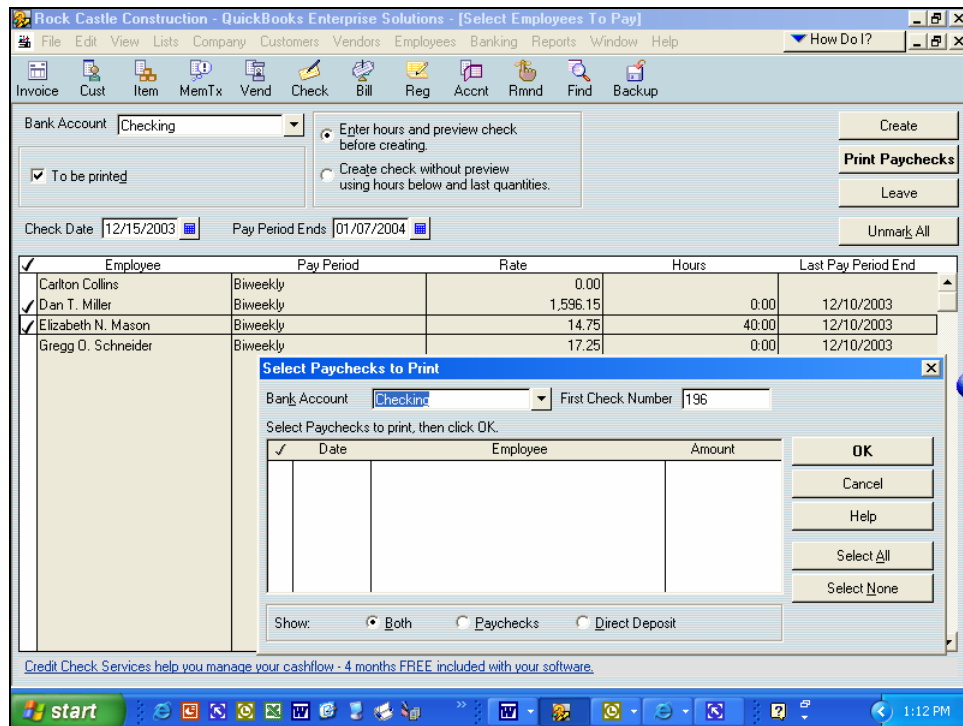
Attract and retain employees - offer a retirement product from QuickBooks Retirement Solutions

start

12:58 PM

Payroll Checks - Payroll checks are written from a different screen as shown above. Start by choosing “Pay Employees” and mark the employees you want to pay.

QuickBooks for CPAs 2005



The difference between the check date and the pay period end date is the check date is the pay date or the date that you distribute employee checks. QuickBooks uses this date to record the entry in the check register and for generating reports. The IRS bases your tax liability and that of your employees on this date. For example, if you pay an employee in January 2002 for time worked in December 2001, the income is reported on the employee's 2002 W-2 form. The pay period ends date is the last date of the pay period that you want this paycheck to cover. QuickBooks uses this date to calculate how many weeks an employee has worked in a year and the time data to include in the paycheck.



QUICKBOOKS IN-DEPTH

RECEIVING CASH & ACCEPTING CREDIT CARDS

CHAPTER 11

QuickBooks for CPAs 2005

Rock Castle Construction - QuickBooks Enterprise Solutions - [Receive Payments]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Previous Next History Get Online Pmts Print Credit Memo

Customer Payment

Received From: **Abercrombie, Kristy Remodel Bathroom** Customer Balance: **7,633.28**

Pmt. Method: **Check** Date: **12/31/2003**

Amount: **7,633.28**

Memo: Ref./Check No.:

Invoices paid (with this payment) and those still outstanding: ☐ Show discount and credit information

	Date	Number	Orig. Amt.	Amt. Due	Payment
✓	11/25/2003	80	3,111.28	3,111.28	3,111.28
✓	12/30/2003	81	4,522.00	4,522.00	4,522.00
Totals			7,633.28	7,633.28	7,633.28

Set Discount Set Credits Clear Selections Go To

Unused Payment: **0.00**
Unused Credits: **0.00**

☐ Group with other undeposited funds ☐ Process credit card payment when saving

☒ Deposit To: **Checking** **Save & Close** **Save & New** **Revert**

[Have a QuickBooks or accounting question? Ask a QuickBooks Professional Advisor.](#)

There are several options for recording an invoice payment. When you receive payment on an invoice you've sent to a customer, you should use the Receive Payments window to apply the payment to the invoice. When the customer pays in full at the time of the sale, you should enter a sales receipt instead.

If the payment is for a particular job on your Customer: Job list, make sure you choose the job as well as the customer's name in the Received From or Customer: Job field. If you received one payment that covers multiple jobs, find those jobs in the Applied To list, and click in the column next to the jobs to which you want to apply the payment.

When receiving cash or checks, you can indicate whether you want QuickBooks to group this payment with other undeposited funds, or deposit it directly into a bank account. Think for a moment about how your bank statement shows deposits. If the statement shows a lump sum for each deposit, group your payments for later deposit. On the other hand, if your statements show each individual check you deposited, have QuickBooks deposit the payment directly in a bank account. It's easier to reconcile your QuickBooks accounts with your bank statements when the accounts show deposits the same way that your statements do. If you choose to group with other undeposited funds, QuickBooks "holds" all your customer payments in a special account named Undeposited Funds. To move the payments to your bank account, you must use the Make Deposits window to group the payments into one deposit. This method works best when you hold the money you've collected for a period of time before you deposit it, or receive several payments that you deposit together in a lump sum. If you choose the "Deposit To" method, QuickBooks deposits the payment in the bank account of your choice when you record the payment. The payment does not go into the Undeposited Funds account, and you do not have to use the Make Deposits window to deposit the payment.

QuickBooks for CPAs 2005

You can also redistribute the payment by creating a payment item with a zero amount; then enter the payment item on the invoice. Next enter the amount of the payment in the Rate column on the invoice as a negative number. This reduces the balance due on the invoice by the amount of the payment.

Applying Payments - Normally, QuickBooks is set to apply the payment to the oldest invoice first, then to the next oldest, and so on. If you are applying one payment to multiple jobs, QuickBooks uses the same logic, applying the amount to the oldest invoice first and the rest to the next invoice, and so on. To apply to multiple jobs, click Auto Apply and the jobs will be marked for you. If you want to distribute the amount of the payment differently, do the following:

Each time you select an invoice, QuickBooks automatically inserts the amount to be applied to the invoice in the Payment column. When the undistributed amount of the customer's payment is greater than the amount due, QuickBooks pays the invoice in full. When the undistributed amount is less than amount due, QuickBooks applies the entire amount to the invoice, leaving a balance due on the invoice as shown below:

Customer Payment

Received From: Cook, Brian
Customer Balance: 7,812.63
Pmt. Method: Cash
Date: 12/15/2003
Amount: 55.00
Ref./Check No.:
Memo:

Applied To:

Date	Job	Number	Orig. Amt.	Amt. Due	Payment
10/15/2003	Kitchen	42	3,100.00	700.00	0.00
11/25/2003	Kitchen	57	1,636.69	466.69	0.00
11/25/2003	2nd story addition	58	5,418.00	5,003.30	55.00
12/11/2003	Kitchen	FC 6	5.95	5.95	0.00
12/15/2003	Kitchen	76	1,636.69	1,636.69	0.00
Totals			11,797.33	7,812.63	55.00

Unused Payment: 0.00
Unused Credits: 0.00

Group with other undeposited funds: ☐
Deposit To: Checking

Buttons: Set Discount, Set Credits, Clear Selections, Go To, Save & Close, Save & New, Clear

Automatically Apply Payments - This preference causes QuickBooks to automatically apply a customer's payment to the outstanding invoices for that customer. If the amount received is less than the customer's outstanding balance, QuickBooks applies the payment to the oldest invoices first. When this preference is off, QuickBooks does not automatically apply customer payments. You must specify how to apply each payment when you are in the Receive Payments window.

QuickBooks for CPAs 2005

Example Of Payment Application - When QuickBooks applies the customer's payment automatically, it begins with the oldest invoice first. For example, if a customer has these outstanding invoices:

Date	Amt. Due	Payment
5/1	\$100.00	
5/17	\$200.00	
6/2	\$300.00	

and you receive a payment of \$500.00, QuickBooks applies the payment as follows:

Date	Amt. Due	Payment
5/1	\$100.00	\$100.00
5/17	\$200.00	\$200.00
6/2	\$300.00	\$100.00

Note that the 6/2 invoice has a balance of \$200.00 after application of the payment. The next time the customer sends in a payment, the Receive Payments window will show a balance of \$200.00 due for the 6/2 invoice.

Entering A Sales Receipt (if you track customers and jobs) - Use this procedure when you make a sale for which you receive full payment at the time of the sale. Sales receipts can include payments by cash, check, or credit card. Make sure you select the payment method. Later, when you make deposits to your bank account, you will want to group deposits by the type of payment method.

Early Payment Discounts – You should Use the Set Discount button in the Receive Payments window to apply a discount for early payment for any customers whose payment terms include a discount for payment before the due date. Even if the customer has sent you a payment for the full amount of the invoice (or statement charges), you can apply a discount. QuickBooks holds any credit amount in accounts receivable until you apply it to an invoice or issue a refund check. If you are offering a discount for something other than early payment (a sales promotion, for example), use a Discount item instead. QuickBooks calculates a suggested discount amount based on your payment terms with the customer and the payment date. You can enter any discount amount you choose; you don't have to use the suggested amount. However, the amount of the discount can't be higher than the original invoice.

Assessing Finance Charges - When you assess finance charges, QuickBooks creates an invoice for each charge. Customers and jobs marked with an asterisk (*) have credits in the form of payments or credit memos that you have not yet applied to any invoice. The overdue balance shown in the Assess Finance Charges window does not reflect these credits. You can change any finance charge amounts by typing over the amounts shown in the Fin. Charge column. You can also change the interest rate by clicking "Settings" and entering the new rate. If you plan to print the finance charge invoices to send to customers, you should select the "Mark invoices to be printed" checkbox. If you send statements, leave this checkbox cleared. The finance charges will be included the next time you print statements.

QuickBooks for CPAs 2005

Accounting Software Advisor, LLC - QuickBooks Premier 2002: Accountant Edition

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Editors Edit Customer

Customer Name: Case Inc. Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info Additional Info **Payment Info** Job Info

Account: Credit Limit: Preferred Payment Method: VISA

Credit Card No. XXXXXXXXXXXX641377 Exp. Date 01 / 2006

Name on card: T P Wynn Address: 760 Market Street Suite 2 Zip Code: 94102

OK Cancel Notes Help

☐ Customer is inactive

Start

Credit Card information is entered in the Customer Information screen one time. This information is automatically available for payment of future invoices for this customer.

Accounting Software Advisor, LLC - QuickBooks Premier 2002: Accountant Edition

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Editors Receive Payments

Received From: M L Collins Customer Balance: 300.00

Pmt. Method: VISA Date: 04/03/2003

Card No. XXXXXXXXXXXX6069 Exp. Date 11 / 2005 Amount: 0.00

Memo: Ref./Check No. [Learn how](#)

Applied To: ☐ Show discount and credit information

Date	Number	Orig. Amt.	Amt. Due	Payment
04/03/2003	4108	300.00	300.00	0.00
Totals		300.00	300.00	0.00

Set Discount Set Credits Auto Apply Go To

Unused Payment 0.00 Unused Credits 0.00

☐ Group with other undeposited funds ☒ Process VISA payment when saving

Deposit To: Accounting Software Adv... Save & Close Save & New Clear

Work faster and more effectively with your clients - upgrade them to QuickBooks 2002 financial software.

Start

QuickBooks for CPAs 2005

To pay an invoice using the customer's credit card, select Receive Payments under the Customer menu. The customer's credit card information automatically is shown in the Receive Payments screen. The Payment Method line item automatically shows the credit card information on file. Enter the amount of the payment to be processed and select Save & New. The payment will be applied to the invoices selected. This screen gives you the option to have the payment entered directly into the appropriate checking account as a deposit, or group the payment with Undeposited Funds. Due to the fact that there is a delay in the funds being transferred into the checking account and also merchant processing fees apply, it is advisable to select the Group with other Undeposited Funds option. Once a month the associated credit card processing fees need to be deducted from the appropriate checking account. You will receive a statement summarizing the credit card deposits and processing fees each month.

Accounting Software Advisor, LLC - QuickBooks Premier 2002: Accountant Edition

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Navigators

- Accountant
- Company
- Customers
- Vendors
- Employees
- Banking
- Business Services
- Reports
- Help & Support

Open Windows

- Receive Payments
- Create Invoices
- Customer Navigator
- Edit Customer
- Customer Job List
- Write Checks - Accounti...
- Accounting Software Ad...
- Profit & Loss
- Make Deposits
- Sales by Item Summary
- A/R Aging QuickZoom (...)
- A/R Aging Summary (Re...

Receive Payments

Previous Next History Swipe Card Get Online Pmts Print Credit Memo

Customer Payment

Received From: M L Collins Customer Balance: 300.00

Pmt. Method: VISA Date: 04/03/2003

Card No.: xxxxxxxxxx6069 Exp. Date: 11 / 2005 Amount: 300.00

Memo: Ref./Check No.:

Applied To: ☐ Show discount and credit information

Date	Number	Orig. Amt.	Amt. Due	Payment
04/03/2003	4108	300.00	300.00	300.00
Totals		300.00	300.00	300.00

Set Discount Set Credits Clear Selections Go To

Unused Payment: 0.00
Unused Credits: 0.00

☒ Group with other undeposited funds ☒ Process VISA payment when saving

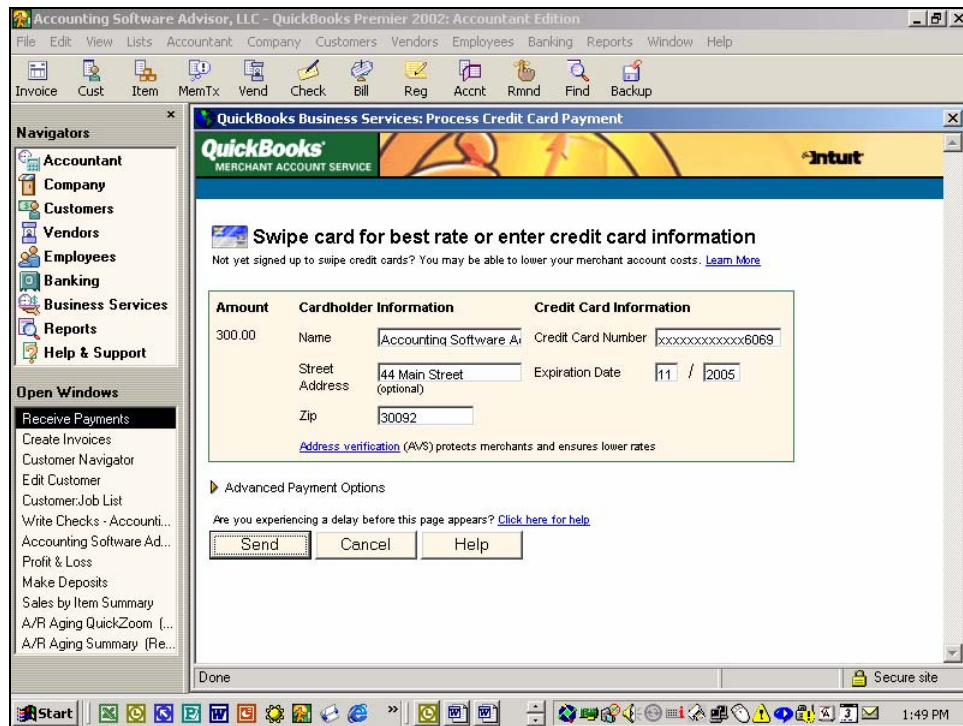
Deposit To: Accounting Software Adv... Save & Close **Save & New** Clear

Have an accounting question? Ask a Certified QuickBooks Professional Advisor.

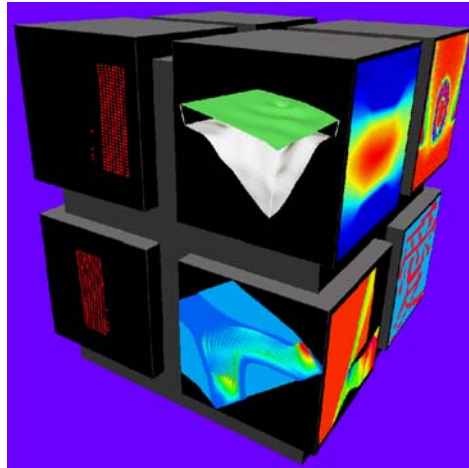
Note the button at the bottom is automatically selected that states Process VISA payment when saving. If you prefer to process the credit card at a later time, this option needs to be unselected.

When the payment is saved and the screen closed, QuickBooks will automatically launch the web browser connection to process the credit card payment. The screen below will then appear:

QuickBooks for CPAs 2005



The credit card processing screen appears and all information can be verified a final time before the credit card payment is processed. Once the Send button is selected, the credit card authorization approval code will appear on screen. This page should be printed and filed in case the transaction needs to be accessed in the future. The credit card approval process takes only seconds.



QUICKBOOKS IN-DEPTH

MONTH END CLOSING & BANK RECONCILIATION

CHAPTER 12

QuickBooks for CPAs 2005

CLOSING THE BOOKS

Unlike many accounting systems, QuickBooks does not require you to close your books at the end of an accounting period. The reason for closing is to restrict access to the transactions of prior accounting periods so that no one changes the transactions without your knowledge. When you close QuickBooks, technically what happens is 1. You set a closing date; 2. Transactions entered on or before the closing date are protected by a password; and 3. To add, edit, or delete a transaction on or prior to the closing date, a user must know the closing date password and have privileges to modify closed transactions.

To close the books, you must be in single user mode. Next from the Edit menu, choose Preferences and select Accounting. Next on the Company Preferences tab, enter the date through which you want your books to be closed. As an option, you can create a password to limit access to the closed accounting period here also.

Keep in mind that in single-user mode, only one person at a time can access and work with your company file. If other people are working with the company file, you should ask them either to close the file or exit QuickBooks, then from the File menu, choose Switch To Single-User Mode.

BANK RECONCILIATION

Rock Castle Construction - QuickBooks Enterprise Solutions

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backu

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: Checking last reconciled on 11/14/2003

Statement Date: 12/14/2003

Beginning Balance: 24,457.79 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account
0.00	12/14/2003	Bank Service Charges
Interest Earned	Date	Account
0.00	12/14/2003	

Continue Cancel Help

The screen shown above opens when you choose Reconcile from the Banking menu or when you click the Modify button on the Reconcile window. You must select the account you want to reconcile. The balance for the selected account appears in the Beginning Balance field. Only transactions with an associated reconcile date are included in the beginning balance.

If the statement shows a service charge that you haven't yet entered into your QuickBooks records, enter the amount in the Service Charge field. Then enter the date of the service charge and the expense account you use to track service charges. When you finish reconciling,

QuickBooks for CPAs 2005

QuickBooks adds the service charge to your bank account register. If the statement shows earned interest that you haven't yet entered into your QuickBooks records, enter the amount in the Interest Earned field. Then enter the date you earned the interest and the income account you use to track interest income. When you finish reconciling, QuickBooks also adds the interest income to your bank account register. If the statement shows a finance charge that you haven't yet entered into your QuickBooks records, enter the amount in the Finance Charges field. Then enter the date and your finance charge expense account.

The Ending Balance, Cleared Balance, and Difference fields show the ending balance you entered from your bank or credit card statement, the total balance you've marked (cleared) so far while reconciling, and the difference between those two numbers. If you finish marking transactions and the Difference is zero, your QuickBooks records and financial statements are in agreement. If the Difference is not zero, find and correct the discrepancies, or enter an adjustment to make up for the difference.

Correcting Differences - When your QuickBooks account doesn't balance with your statement, you can have QuickBooks adjust for the difference, or you can track down and correct the problem yourself. If you discover that your bank or credit card company made a mistake, QuickBooks can compensate for the error until it is corrected on your next statement. There are three ways to handle these differences as follows:

1. Having QuickBooks adjust for differences
2. Finding and correcting the difference yourself
3. Handling bank errors

If it's not worth your time to track down the source of a slight difference between your account balance and the ending balance on your statement, you can choose to ignore the difference. QuickBooks then adds a transaction that adjusts your account balance for the amount of the difference. You will start with accurate totals the next time you reconcile your account. If you find and correct the source of the error later, be sure to also delete the adjustment transaction.

To have QuickBooks adjust for reconciliation differences, in the Reconcile window, click Reconcile Now. Click the Enter Adjustment button to create the balance adjustment transaction. The Select Reconciliation Report window appears where you can choose to show a detail or summary report.

If you want your account to balance exactly with your statement, you must track down the source of each difference and update your QuickBooks records. Here are some suggestions:

1. Count the number of transactions on your bank or credit card statement and compare that against the number of transactions you marked as cleared in the Reconcile window.
2. If the number of transactions you marked is different than the number of transactions on your statement, look for the source of the discrepancy.
3. If you're sure that you marked the transactions correctly, check the amounts shown in the Reconcile window against the amounts on your statement.

QuickBooks for CPAs 2005

If you can't find any errors or omissions in your QuickBooks records, the problem may be the result of a bank error. In this case, contact your bank or credit card company and report the error. When you receive your next statement, verify that it contains an adjustment for the error. Then be sure to delete the previous adjustment transaction you made regarding this difference from the account register. Finally reconcile the new statement with the account.

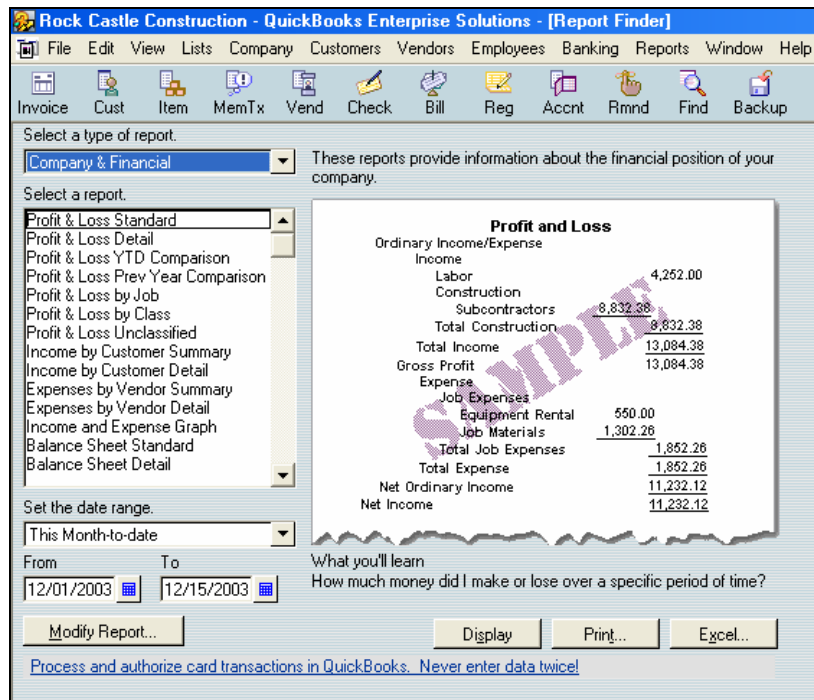


QUICKBOOKS IN-DEPTH

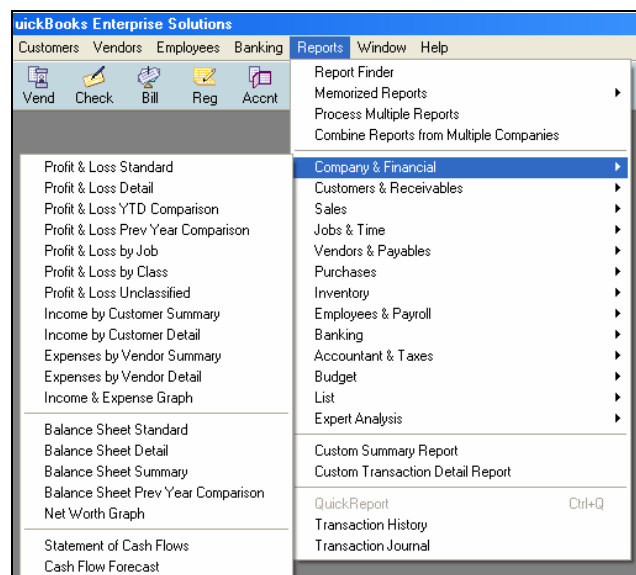
FINANCIAL REPORTING

CHAPTER 13

QuickBooks for CPAs 2005



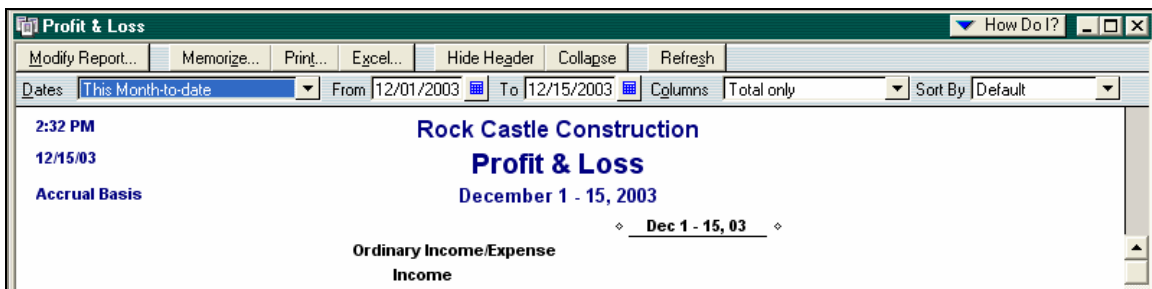
Financial Reporting – QuickBooks offers some of the strongest financial reporting capabilities in all of accounting software. The screen above displays the Report Finder – a utility that helps you locate the report you are looking for. With the Report Finder, you can browse the reports related to what you are interested in, briefly learn what each has to offer, and locate exact reports by search terms. When you find the report you want, you can display it in the Report window, just as if you had created the report by choosing its name from the Report menu. If you don't need to view the report in the Report window, you can print the report or send it to Excel directly from the Report Finder. You can also customize the report's content, filter the report, or change the report's date range without displaying the report. This is a faster way to create, modify, or print reports.



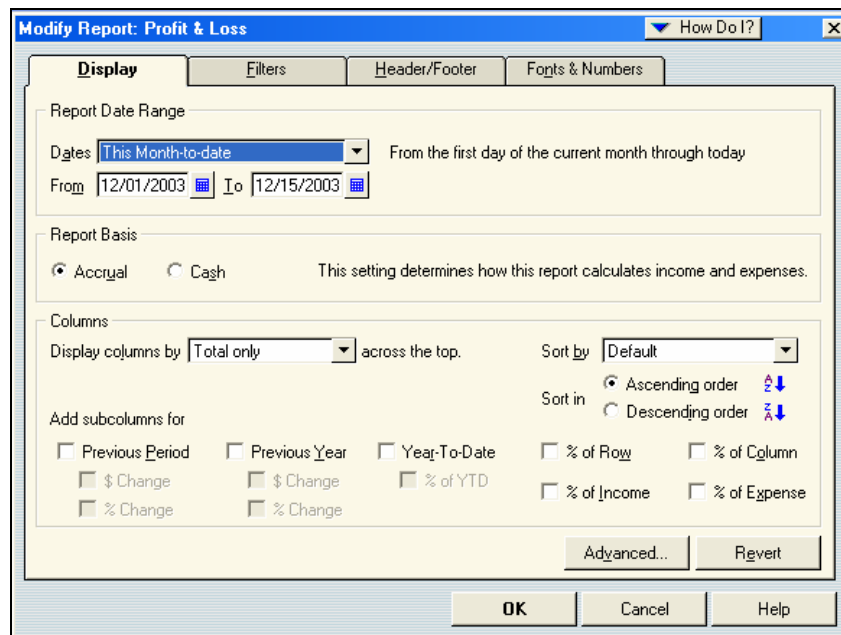
QuickBooks for CPAs 2005

The reports menu shown above also provides an extensive listing of reports, organized by accounting module.

Once you have printed a report to the screen, the real reporting power of QuickBooks starts to shine. As shown in the screen below, buttons at the top of each report make it easy to modify, memorize, print, or export the report to Microsoft Excel.

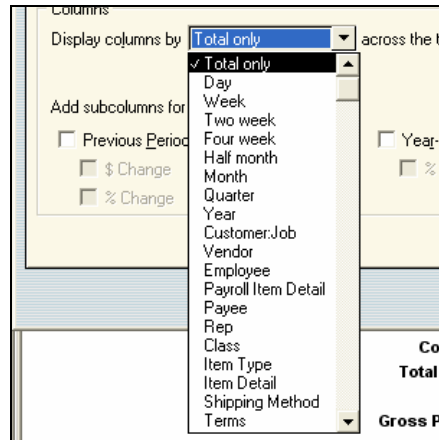


For example, the Modify Report dialog box allows you to specify the date range, toggle cash or accrual, add sub-columns, and choose from a variety of display columns. You can also control the sorting of data and add columns showing percents to totals. The Advanced button allows you to suppress the printing of zero balance amounts, rows, or columns.



The display columns pull down shown below is particularly powerful as it allows you to indicate the types of columns to be displayed. This pull-down is also available at the top of the displayed report, as "Columns".

QuickBooks for CPAs 2005



For example, here is the same report presented with two different column formats:

	Family Room (Baker, Chris)	Total Baker, Chris	2nd story addition (Cook, Brian)	Change Order #1 (Michele)
Ordinary Income Expense				
Income				
Construction	\$15.00	\$15.00	0.00	0.00
Labor	0.00	0.00	665.00	0.00
Materials	0.00	0.00	0.00	0.00
Miscellaneous	\$25.00	\$25.00	0.00	0.00
Subcontractors	0.00	0.00	0.00	3,000.00
Total Construction	1,040.00	1,040.00	0.00	4,175.00
Total Income	1,040.00	1,040.00	0.00	4,175.00
Cost of Goods Sold	0.00	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00	0.00
Gross Profit	1,040.00	1,040.00	0.00	4,175.00

	Cabinet Pulls (Cabinets)	Light Pine (Cabinets)	Total Cabinets
Ordinary Income Expense			
Income			
Construction	0.00	0.00	0.00
Labor	237.60	3,598.00	3,835.60
Materials	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Subcontractors	0.00	0.00	0.00
Total Construction	237.60	3,598.00	3,835.60
Total Income	237.60	3,598.00	3,835.60
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	237.60	3,598.00	3,835.60

The first report shows P&L data by customer and job, while the second report displays the same P&L data by item sold.

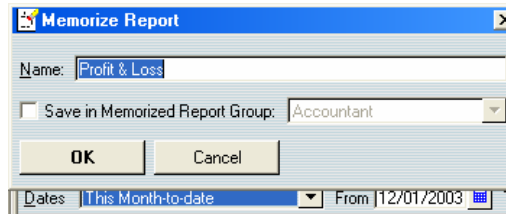
Adding Or Deleting Report Columns - Reports that list individual transactions can display additional columns of data. To do this, click Modify Report and from the Display tab, click Add Columns and select the columns you want to add. To delete columns, clear the checkmark for each column you want to delete. As a tip, the column titled "left margin" adds white space along the left edge of the report. By deleting this column, you can gain some extra room for report data.

Refresh Button - The refresh button appears in the toolbar of every report and graph. If refresh is needed, a message appears in the title bar indicating that the report or graph doesn't reflect the latest changes to your company data.

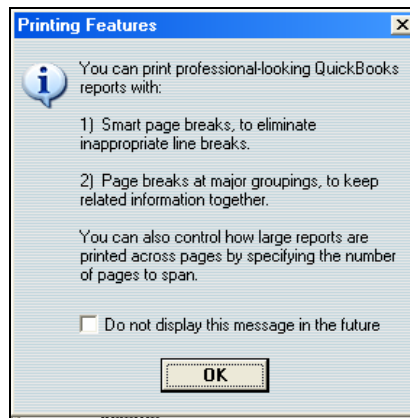
Memorizing a Report - Whenever you change the settings for a report, you can memorize the report with the new settings. Then, when you want to create a similar report, you can recall it from your own list of memorized reports. When QuickBooks memorizes a report, it memorizes your custom report settings, not the data in the report. If you want to save actual data, export the report to a Microsoft Excel spreadsheet. After you have customized a report, click Memorize on the report button bar.

QuickBooks for CPAs 2005

If you have recalled a memorized report and changed it, indicate whether you want QuickBooks to replace the earlier report (under the same name) or create a new memorized report (under a new name). If you want to assign the report to a memorized report group, select Save in Memorized Report Group, then choose the group from the drop-down list. The memorize report dialog box is shown below:

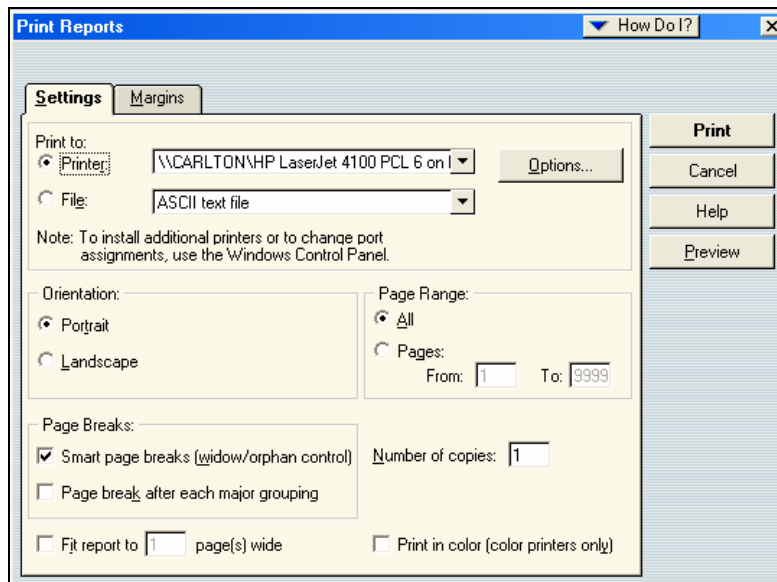


Print Breaks – QuickBooks provides a smart feature that can insert page breaks in your reports so that groups of information remain together. Or, to conserve paper, QuickBooks can insert as few line breaks as possible. This option is shown in the dialog box below:



Once you proceed to print reports, you will find a wide number of print options available – some of which will differ slightly depending upon the printer you are printing to.

QuickBooks for CPAs 2005



A nice feature to always use is print preview. In many cases, you can access the information you need without actually printing the report to paper. Printing to paper not only takes time, but it costs money for paper and toner, and creates wear and tear on your printer. Ultimately the reports you print will need to be burned or thrown away in a landfill or garbage heap. Why eat valuable time and money – use the screen and avoid printing on paper whenever possible.

	Cabinet Pulls (Cabinets)	Light Pine (Cabinets)
Ordinary Income/Expense		
Income		
Construction		
Labor	0.00	0.00
Materials	237.60	3,598.00
Miscellaneous	0.00	0.00
Subcontractors	0.00	0.00
Total Construction	237.60	3,598.00
Total Income	237.60	3,598.00
Cost of Goods Sold		
Cost of Goods Sold	19.43	3,000.00
Total COGS	19.43	3,000.00
Gross Profit	218.17	598.00
Expense		
Automobile		
Fuel	0.00	0.00
Total Automobile	0.00	0.00
Bank Service Charges	0.00	0.00
Freight & Delivery	0.00	0.00
Insurance		
Disability Insurance	0.00	0.00

A complete listing of all of the standard reports produced by QuickBooks is shown below:

QuickBooks for CPAs 2005

Reports that show how well your business is doing:

- Profit & loss standard
- Profit & loss detail
- Profit & loss YTD comparison
- Profit & loss previous year comparison
- Profit & loss by job
- Profit & loss by class
- Profit & loss unclassified
- Income by customer summary
- Income by customer detail
- Expenses by vendor summary
- Expenses by vendor detail
- Balance sheet standard
- Balance sheet detail
- Balance sheet summary
- Balance sheet previous year comparison
- Statement of cash flows
- Cash flow forecast

Accountant Reports:

- Trial balance
- General ledger
- Transaction detail by account
- Journal
- Audit trail
- Transaction list by date
- Account list
- Income tax preparation
- Income tax summary
- Income tax detail

Budget Reports:

- Profit & loss budget overview
- Profit & loss budget vs. actual
- Profit & loss budget by job overview
- Profit & loss budget vs. actual by job
- Balance sheet budget overview

- Balance sheet budget vs. actual

Customer & AR Reports:

- A/R aging summary
- A/R aging detail
- Customer balance summary
- Customer balance detail
- Open invoices
- Collections report
- Unbilled costs by job
- Transaction list by customer
- Customer phone list
- Customer contact list
- Item price list
- Customer QuickReport

Sales Reports:

- Sales by customer summary
- Sales by customer detail
- Sales by item summary
- Sales by item detail
- Sales by rep summary
- Sales by rep detail
- Pending sales

Goods Or Services Reports

- Sales by item summary
- Sales by item detail
- Purchases by item summary
- Purchases by item detail
- Job profitability detail
- Job estimates vs. actuals detail
- Item profitability
- Item estimates vs. actuals
- Time by job
- Time by item
- Item price list
- Item listing
- Item QuickReport

QuickBooks for CPAs 2005

Jobs Reports:

- Job profitability summary
- Job profitability detail
- Job estimates vs. actuals summary
- Job estimates vs. actuals detail
- Job progress invoices vs. estimates
- Item profitability
- Item estimates vs. actuals
- Time by job summary
- Time by job detail
- Time by name
- Time by item
- Payroll item detail
- Payroll detail review
- Employee earnings summary
- Payroll transactions by payee
- Payroll transaction detail
- Payroll liabilities
- Employee phone list
- Employee contact list
- Employee withholding
- Employee QuickReport
- Payroll item listing
- Payroll item QuickReport
- New Hire List
- Paid Time Off List
- Emergency Contact List
- Terminated Employee List

Vendors & AP Reports:

- A/P aging summary
- A/P aging detail
- Vendor balance summary
- Vendor balance detail
- Unpaid bills detail
- Transaction list by vendor
- Sales tax liability
- Sales tax revenue summary
- 1099 summary
- 1099 detail
- Vendor phone list
- Vendor contact list
- Vendor QuickReport

Inventory Reports:

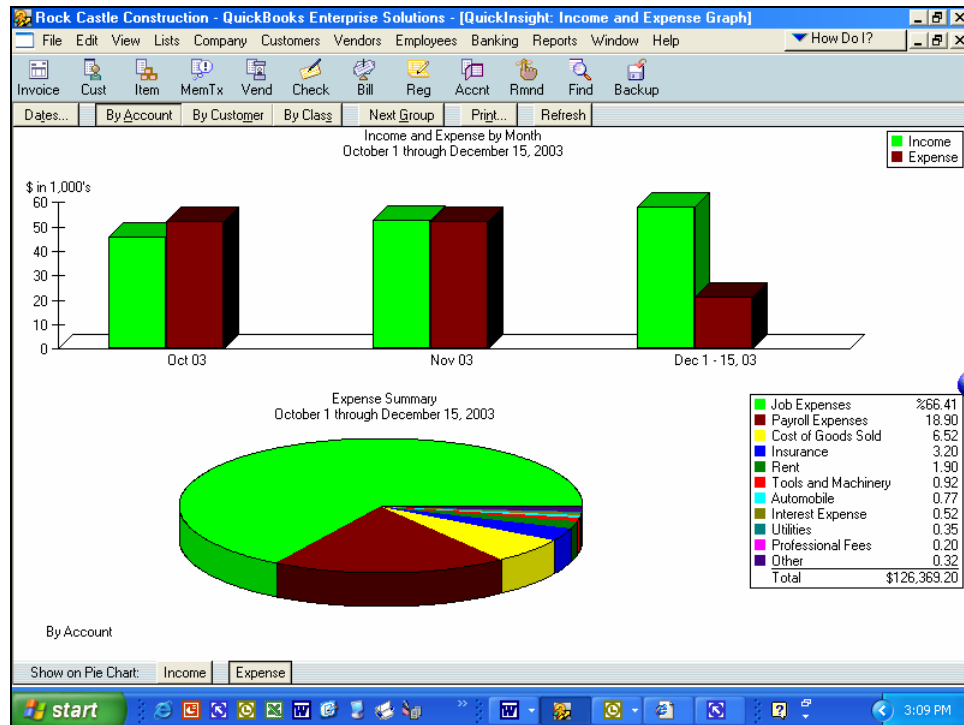
- Inventory valuation summary
- Inventory valuation detail
- Inventory stock status by item
- Inventory stock status by vendor
- Physical inventory worksheet
- Inventory item QuickReport

Employees and Payroll Reports:

- Payroll summary

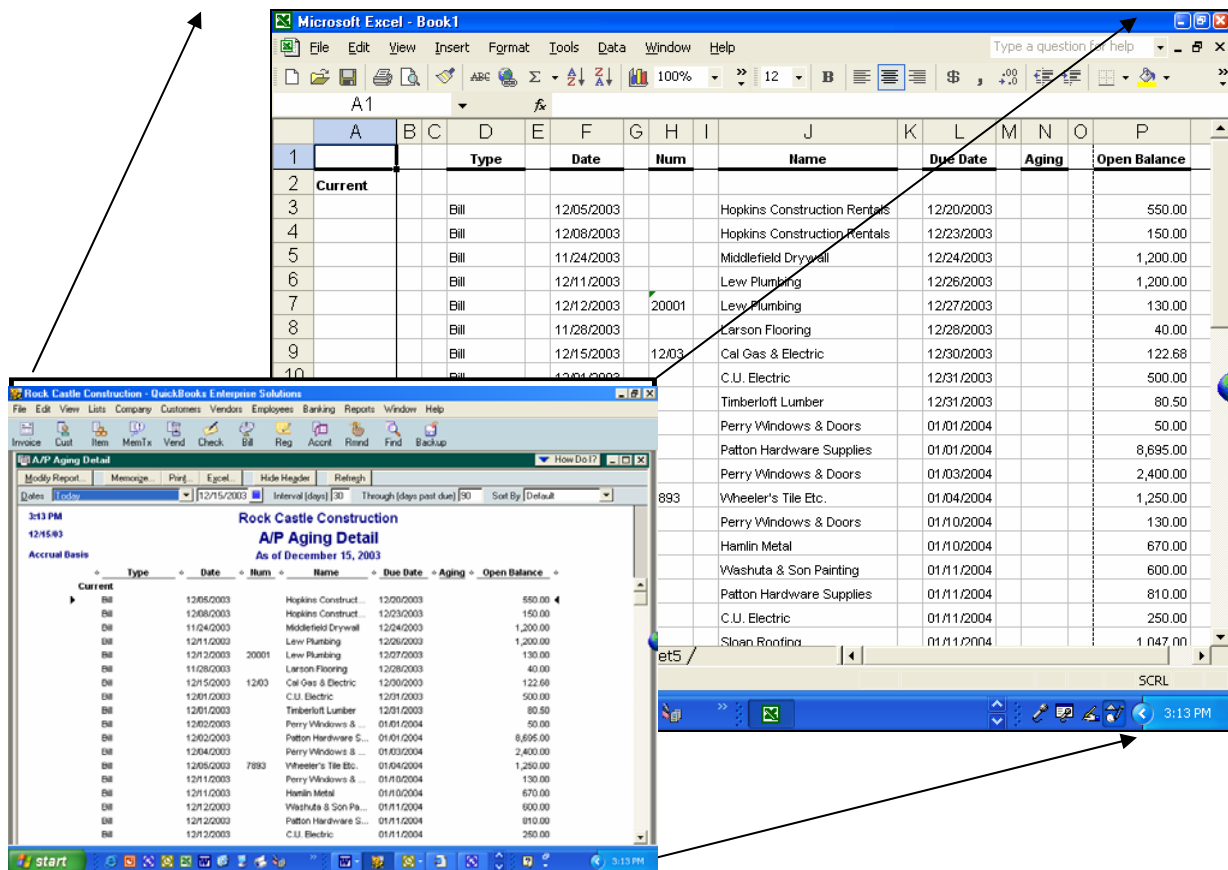
GRAPHS

QuickBooks also produces a wide variety of graphs and charts, like the sample income and expense graph shown below:



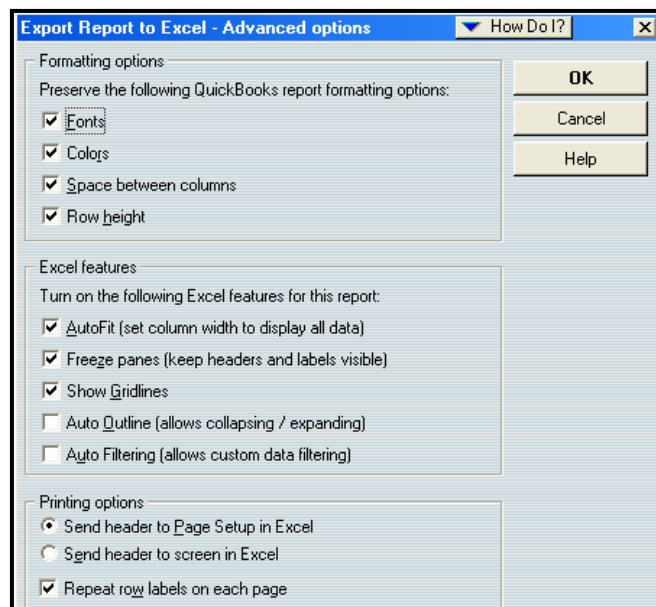
The types of graphs that you can produce from QuickBooks include:

- Income and Expenses
- Net Worth
- Accounts Receivable
- Sales
- Accounts Payable
- Budget vs. Actual



Any QuickBooks report can be exported to Excel with the click of a button. Be aware that this is a one way ride, data changes in Excel can not be automatically carried back into QuickBooks – this would violate all the rules of data validation and a secure audit trail, etc.

When sending report to an existing Excel spreadsheet, you can either send your data to a new blank worksheet, or open Microsoft Excel and add the contents of the QuickBooks report to an existing spreadsheet. The spreadsheet could be one that you previously created in Excel or one that QuickBooks created during a previous export. Some of the advanced options are shown in the screen to the right.

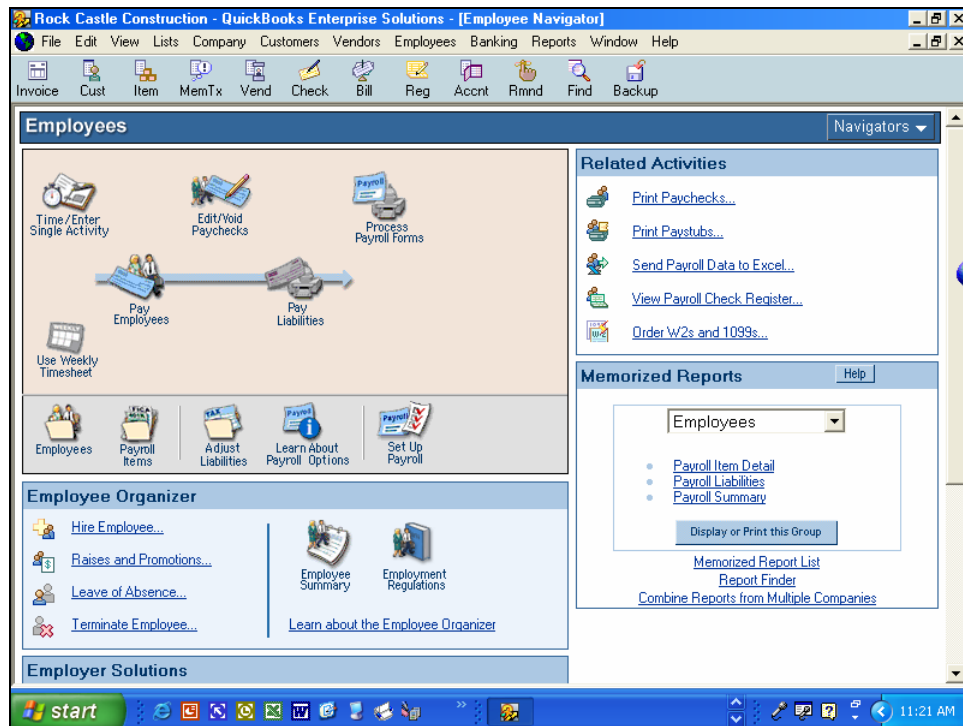




QUICKBOOKS IN-DEPTH

PAYROLL

CHAPTER 14



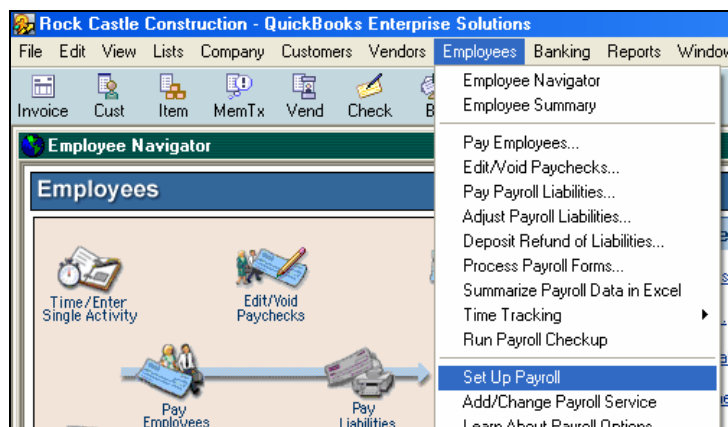
QuickBooks provides a fairly good payroll module for the price. The Payroll navigation screen above shows some of the functionality included in this module such as employee time entry, leave of absence, etc. However, to use Payroll, Intuit's literature is vague and it seems to imply that you are required to sign up for and pay an ongoing monthly fee. In reality, it is possible to use the Payroll module without the monthly service fee, but you will need to update your payroll tax tables manually. When this new online requirement for updating payroll tax tables and related monthly pricing approach came out in 1998, many CPAs cried foul. With the recent release of QuickBooks 2003, Intuit has made it virtually automatic to update your payroll tax tables for no fee – Intuit even reminds you periodically to do so.

QuickBooks payroll does have shortcomings in that it will not produce your SUTA forms, and it will not file 1099 forms electronically. Nonetheless, the reality is that even with these shortcomings and the online requirement, QuickBooks payroll is a bargain.

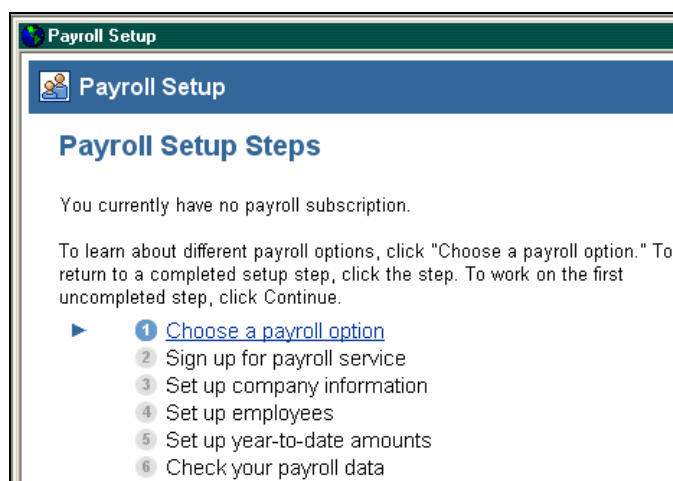
For those companies who want help with their payroll and filing requirements, Intuit offers a monthly service. QuickBooks Assisted Payroll is a service in which Intuit professionals handle your payroll tax deposits, tax filings, and W2 preparation – with a "No Penalties" guarantee which basically states: "If the data you provide is accurate, on time and your account is sufficiently funded, your payroll tax deposits and filings will be on time and accurate or Intuit will pay any resulting payroll tax penalties." Basically, your Payroll is outsourced via your choice of on-line, phone, fax or PC input data entry.

Most bookkeepers who are familiar with payroll reporting feel that these services are unnecessary, and in particular they do not like the fact that using these services forces you to have your payroll information completed and submitted a week in advance. However, if you

need help, here is a brief review. To get started using payroll, you first need to complete the Payroll set up routine found on your employee menu as shown below:



The payroll setup interview wizard will walk you through setting up taxes and common payroll items that many companies need to do payroll and additional payroll items such as yearly salaries; hourly wages; state withholding; state disability; state unemployment; commissions; and even company contributions. You should skip this procedure if your company has just hired its first employee(s) and has not done payroll before, or has not done payroll this year. When you're setting up payroll in QuickBooks, you need to enter summarized payroll amounts if you're just beginning to use QuickBooks payroll but you've already written paychecks earlier in the calendar year. The summarized amounts ensure correct year-to-date totals on the paychecks you write for the rest of this year. The following screens provide a quick glance at the payroll set up screens:



Basic Payroll	- Updates payroll tax rates and forms as they change - Ideal for the do-it-yourself business owner
Deluxe Payroll	- Guaranteed tax payment and filing service, W-2 preparation, and more - Control your payroll from within QuickBooks
Complete Payroll	- Fully-outsourced payroll, with QuickBooks integration - Input options (phone/PC/fax), check delivery, local taxes, W-2s, and more

You will need to choose between three different payroll plans ranging in cost from \$80 to \$160 per month. The following table displays the differences in these three plans:

	Complete Payroll	Deluxe Payroll	Basic Payroll
Enter Payroll Data Directly into QuickBooks		✓	✓
Submit Payroll by Phone, Fax, or Web	✓		
Payroll Data Downloaded and/or Stored in QuickBooks	✓	✓	✓
Compliance with Payroll Tax Regulations	✓	✓	✓
Earnings & Deductions Calculation	✓	✓	✓
Federal & State Tax Table Updates ¹	✓	✓	✓
Federal Payroll Tax Forms ²	✓	✓	✓
Electronic Direct Deposit of Paychecks ³	✓	✓	optional
Print Paychecks from QuickBooks ⁴		✓	✓
Paycheck Delivery to Your Office or Print Paychecks from our Web Site	✓		
"No Penalties" Guarantee ⁵	✓	✓	
Automatic Federal and State Payroll Tax Deposits and Filings ⁶	✓	✓	
Print W-2s from QuickBooks ⁷			✓
Service Automatically Prints and Mails W-2s to You	✓	✓	
Local Payroll Tax Deposits and Filing	✓		
Print 1099-MISC Forms for Contractors and Vendors from QuickBooks		✓	✓
Service Prepares and Files 1099-MISC Forms for Contractors and Vendors	✓		
Preparation of State New Hire Reporting Forms	✓		
Calculation and Payment of 3rd Party Payments and Wage Garnishments	✓		
Payroll Reports	Delivered and available online	Available in QuickBooks	Available in QuickBooks
QuickBooks Required		✓	✓
Pricing	*\$115/month	*\$80/month	\$169/year
More Information	800-542-1227	866-820-6378	800-624-2106

¹ Internet access required for download delivery.

² Federal forms included are: 940, 941, 941 Schedule B, and printing formats for W-2 and W-3 forms.

³ Additional fees apply and Internet access required for Direct Deposit (Internet access applies to Deluxe and Basic Payroll)

⁴ Checks are sold separately

⁵ If the data you provide is accurate, on time and your account is sufficiently funded, your payroll tax deposits

and filings will be on time and accurate or Intuit will pay the resulting payroll tax penalty.

⁶ Certain state deposits are subject to availability.

⁷ W-2s are sold separately.

* Complete and Deluxe Payroll pricing example is based on 10 employees, paid bi-weekly. Includes W-2 and year-end processing fees, but does not include applicable setup fees. Prices vary depending on the service you choose, number of employees, frequency of payroll and the number of states in which you file payroll taxes.

If you don't want to use an Intuit Payroll Service, you can use QuickBooks to prepare your payroll manually in which you will need to calculate and enter payroll withholdings for each paycheck in QuickBooks.

SETTING UP AN EMPLOYEE

There are numerous screens provided to capture an very large amount of information for each employee. The screens below provide only a few examples of these screens:

The screenshot shows the 'Edit Employee' window for 'Carlton Collins'. The 'Personal' tab is selected. Fields include: Mr./Ms./... (Mr.), Legal Name (First Name: Carlton, Last Name: Collins, M.I.), Disability (Disabled: No), Description, Print on Checks as (Carlton Collins), SS No. (444-44-4444), Gender (Male), Date of Birth, Marital Status (Married), U.S. Citizen (Yes), Ethnicity (Unknown or Other), I-9 Form (On File), Work Authorization Expiration, Military (U.S. Veteran: No), and Status. On the right are buttons for OK, Cancel, Notes, and Help, along with a checkbox for 'Employee is inactive'. Two black arrows point to the 'U.S. Citizen' and 'Ethnicity' fields.

Above we see that the personal information dialog boxes provide fields to capture citizenship, military service, disabilities, e-mail address, spouse information, contact names, and even user definable fields.

The payroll and compensation dialog boxes shown below capture information regarding type of pay, pay rates, pay periods, raises, promotions, direct deposit, sick days, vacation accruals, deductions, time and billing options, pension plans, etc.

Edit Employee How Do I?

Information for: Carlton Collins

Change tabs: Payroll and Compensation Info

Payroll Info

Earnings

Item Name	Hourly/Annual Rate
Salary	120,000.00

Pay Period: Biweekly

Use time data to create paychecks ☐

Additions, Deductions and Company Contributions

Item Name	Amount	Limit

Employee is covered by a qualified pension plan ☐

OK Cancel Notes Help

Employee is inactive ☐

12:08 PM

The employment dialog boxes shown below capture information such as starting date, employee type, job titles, leave of absences, termination, active status, etc.

Edit Employee How Do I?

Information for: Carlton Collins

Change tabs: Employment Info

Employment Leave of Absence Terminate

Employment Dates

Hire Date: 12/15/2003

Original Hire Date: 12/11/2003

Adjusted Service Date:

Release Date (Last Date on Payroll):

Employment Details

Type: Regular

Full/Part Time: Full-time

Exempt:

Key Employee: Yes

Job Details

Title: President

Supervisor:

Department:

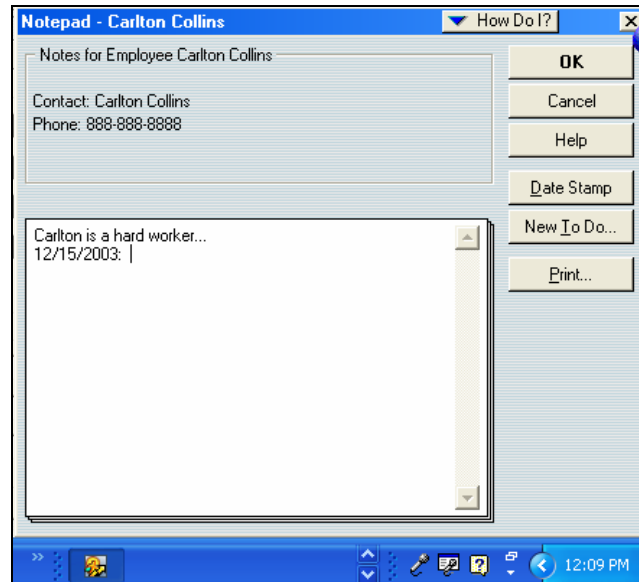
Description:

Target Bonus: 150,000.00

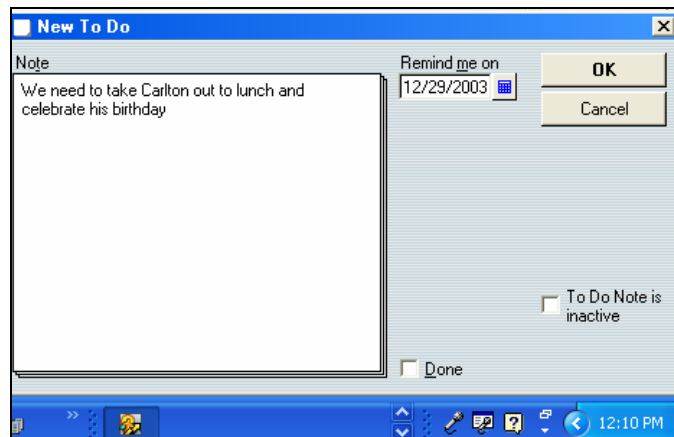
OK Cancel Notes Help

Employee is inactive ☐

12:09 PM



QuickBooks also provides a notepad for collecting free form notes on each employee, including date stamps. There is also a tickler system (shown below) which allows you to schedule future tasks for each employee such as review dates, celebrations, health checkups, etc.



TIME & BILLING OPTIONS

In year's past, the QuickBooks Timer option was not integrated with QuickBooks, but now it is. Employees have two options for capturing and inputting their time, including the activity dialog box or the time sheet view.

Time/Enter Single Activity How Do I?

← Previous → Next Spelling Timesheet

Date: 12/15/2003

Name: Carlton Collins

Customer:Job: Bristol, Sonya:Utility S...

Service Item: Blueprint changes

Payroll Item: Salary

Duration: 00:00:51

Not Billed ☒ Billable

Notes: Carlton spilled coffee on the client's blueprint and spent a minute cleaning it off...which of course he charged to the client...what gall...

Start Stop Pause

Save & Close Save & New Clear

Timesheet

Name: Carlton Collins

Week Of: Dec 15 to Dec 21, 2003

Customer:Job	Service Item	Payroll Item	Notes	M 15	Tu 16	W 17	Th 18	F 19	Sa 20	Su 21	Total
Bristol, Sonya:...	Blueprint chan...	Salary	Carlton spilled ...	0:01							0:01
Barley, Ren...	Framing	Salary		22:00	23:00	24:00					69:00
Totals				22:01	23:00	24:00	0:00	0:00	0:00	0:00	69:01

Warning: An activity's duration may not exceed 24 hours. OK

Set Date... Copy Last Sheet Save & Close Save & New Revert

In either case, the system allows the employee to capture time by customer and job. The employee can also add free form notes to each time entry. Unfortunately QuickBooks does not allow you to charge more than 24 hours to a client in a given day – which means that QuickBooks is not suitable for use by lawyers (*that's just a joke – OK?*).

Paycheck - Checking [How Do I?]

Previous Next Print Find History

Bank Account: **Checking** Ending Balance: 14,152.32

No. 286
Date 12/10/2003
Pay to the Order of **Elizabeth N. Mason** \$ 479.39
Four hundred seventy-nine and 39/100***** Dollars

Address: Elizabeth N. Mason
29 Cedar Street
Middlefield, CA 93210

Memo

Paycheck Summary ☐ To be printed

Earnings	590.00	Pay Period	11/27/2003 - 12/10/2003
Additions	0.00	Hours Worked	40.00
Taxes	-110.61		
Deductions	0.00		

Paycheck Detail...

Save & Close Save & New Revert

[Credit Check Services help you manage your cashflow - 4 months FREE included with your software.](#)

When it comes time to write paychecks, QuickBooks works similarly to the process of writing regular checks. One key difference is that you can view the employee's paycheck details with one click of a button as shown below:

Review Paycheck [How Do I?]

Elizabeth N. Mason Pay Period: 11/27/2003 - 12/10/2003

Item Name	Rate	Hours	Customer/Job
Regular Pay	14.75	40.00	
Overtime Pay	22.13		
Sick Hourly	14.75		
Vacation Hourly	14.75		

Sick Available: 3.00
Vacation Avail: 43.30
Sick Accrued:
Vac. Accrued: 6.45
☐ Do not accrue time

Item Name	Rate	Quantity
Health Insurance	-25.00	

Item Name	Amount	YTD
Regular Pay	590.00	19,885.27
Overtime Pay	0.00	4,187.83
Sick Hourly	0.00	1,169.68
Vacation Hourly	0.00	260.34
Health Insurance	0.00	-650.00
Federal Withholding	-57.00	-3,239.00
Social Security Employee	-36.58	-1,581.19
Medicare Employee	-8.56	-369.80
CA - Withholding	-5.52	-631.43
CA - Disability Employee	-2.95	-127.52

Item Name	Amount	YTD
CA - Employee Training Tax	0.00	7.00
Social Security Company	36.58	1,581.19
Medicare Company	8.56	369.80
Federal Unemployment	0.00	56.00
CA - Unemployment Company	0.00	367.50

Check Amount: 479.39

OK Cancel Help

This screen is handy for verifying the deductions and payment amounts before printing.

PAYROLL LIABILITIES

As employee paychecks are processed, QuickBooks does a decent job of tracking all payroll liabilities. These liabilities can be viewed in the following report:

Payroll Item	Payable To	Amt. Due	Amt. To Pay
CA - Disability Employee	Employment Development Department	60.60	0.00
CA - Employee Training Tax	Employment Development Department	0.46	0.00
CA - Unemployment Company	Employment Development Department	23.94	0.00
CA - Withholding	Employment Development Department	434.89	0.00
Federal Unemployment	Great Statewide Bank	3.64	0.00
Federal Withholding	Great Statewide Bank	2,208.00	0.00
Medicare Company	Great Statewide Bank	270.55	0.00
Medicare Employee	Great Statewide Bank	270.55	0.00
Social Security Company	Great Statewide Bank	1,218.78	0.00
Social Security Employee	Great Statewide Bank	1,218.78	0.00
Health Insurance	Sergeant Insurance	537.50	0.00
		6,247.69	0.00

From this screen simply place a checkmark next to the liability you wish to pay and click create – QuickBooks will create the check automatically, including amounts and accounts as shown below:

Payroll Item	Amount	Memo	Class
Federal Withholding	2,208.00		

Rock Castle Construction - QuickBooks Enterprise Solutions - [Employee Navigator]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Invoice Cust Item MemTx Vend Check Bill Reg Acct Rmnd Find Backup

Form Preview

Schedule B (Form 941) (Rev. November 1998) Department of the Treasury Internal Revenue Service

Employer's Record of Federal Tax Liability

▶ See Circular E for more information about employment tax returns.
▶ Attach to Form 941 or 941-SS.

OMB No. 1545-0047

Name as Shown on Form 941 (or Form 941-SS) **Rock Castle Construction** Employer Identification Number **00-7904153** Date Quarter En **09/30/03**

You must complete this schedule if you are required to deposit on a semiweekly schedule, or if your tax liability on any day is \$100,000 or more. Show tax liability here, not deposits. (The Internal Revenue Service gets deposit data from FTD coupons or EFTPS.)

A Daily Tax Liability – First Month of Quarter

1	0.00	8	0.00	15	0.00	22	0.00	29	
2	0.00	9	1,051.48	16	0.00	23	1,115.48	30	
3	0.00	10	0.00	17	0.00	24	0.00	31	
4	0.00	11	0.00	18	0.00	25	0.00		
5	0.00	12	0.00	19	0.00	26	0.00		
6	0.00	13	0.00	20	0.00	27	0.00		
7	0.00	14	0.00	21	0.00	28	0.00		
A Total tax liability for first month of quarter									A 2,

B Daily Tax Liability – Second Month of Quarter

1	0.00	8	0.00	15	0.00	22	0.00	29	
---	------	---	------	----	------	----	------	----	--

Print

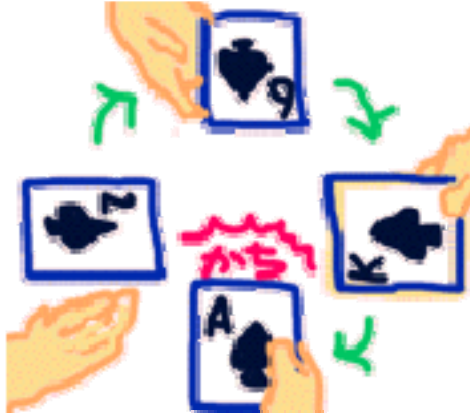
Zoom

Close

start

12:38 PM

QuickBooks will also produce the various monthly, quarterly and annual payroll tax returns and forms for you. To do this a rather lengthy payroll processing wizard is provided which includes 16 steps and allows you many opportunities to adjust the amounts to be included on these forms.



QUICKBOOKS TIPS & TRICKS

CHAPTER 15

Report Filtering Tip - When filtering reports in QuickBooks, you may want to select most of the items on a particular list, but not all items to appear on your report. First choose the "selected" option from the list (selected accounts, selected names, etc). Normally you would check each item that you want to appear on your report. However, if you want to check all the items on the list, click the first item and do not release the mouse button. While holding down the mouse button, slide the mouse pointer down just below the list. When QuickBooks is done – all of the items on the list will be checked. Release the mouse button. Now you can manually click the items to remove the ones that you do not wish to include in your filter.

941 Tip - Do not pay your payroll liabilities from the "Write Checks" window. If you use this window, QuickBooks will warn you to use the "Pay Liabilities" window, but will let you write the check. However when you print the 941, it will not reflect any payments that you made using the "Write Checks" window. Use the "Pay Liabilities" window to create checks for all tax liabilities. Using this window will ensure that the payments are reflected accurately on the 941 report and that your liability accounts are properly reduced.

The Accountant's Copy Feature Tip - When users create an Accountant's Copy of their company books, QuickBooks implements some functions to make sure this feature works properly. On the Client Side, QuickBooks locks certain parts of the company file to make sure users cannot make changes that would affect the information the accountant is working on. Here are the things users can and cannot do:

Users Can	Users Cannot
Create transactions	Delete an entry in a list.
Edit transactions	Rename an item in a list
Delete transactions	Change an account in the Chart of Accounts to a subaccount
Add new items to lists	Change a subaccount in the Chart of Accounts to an account
Edit items in lists	

On the Accountant Side, the restrictions on the accountant are designed to make sure the records for customers, vendors, and Lists remain intact while the user keeps working.

Accountants Can	Accountants Cannot
Create journal entries	Delete List entries
Edit account names	Make List entries inactive
Change account numbers (if you use numbers for your chart of accounts)	Create transactions (except journal entries)
Edit tax information for accounts	
Adjust inventory quantities and values	
Print 1099 Forms	
Print 941 Forms	
Print 940 Forms	
Print W-2 Forms	

When the file goes back to the user, the changes made by the accountant are merged into the QuickBooks file. QuickBooks does not indicate to the user what changes have been made, or what procedures have been taken. It's important that accountants send their clients a note detailing the changes.

Setting Up QuickBooks On A Network Tip - Install QuickBooks Pro on every computer that will be involved in this network. One of those installed copies becomes the main network copy. That copy can reside on a network server or on a user's computer. To set up shared access of the QuickBooks company files, perform the following steps:

1. On the computer that will act as the QuickBooks server, open Windows Explorer and right-click on the folder into which you installed QuickBooks Pro.
2. Choose Sharing from the shortcut menu to open the Folder Properties dialog box.

3. Select Shared As. The folder name is automatically entered as the Share Name, and that is probably a good choice. However, you can change the name of the share if you wish.
4. Set permissions for Full Control.
5. Click OK.

If you're using Windows 98 or Windows ME, the permissions are configured on the Sharing tab of the Properties dialog box. If you're using Windows NT, Windows 2000, or Windows XP, click the Permissions button on the Sharing tab to use the Permissions dialog box. It's a good idea to map the shared folder as a drive on the other users' computers. It's not necessary, but it speeds up access to the company files:

1. On each user's computer, open Network Neighborhood and select the remote computer that's acting as the server for QuickBooks Pro.
2. Right-click the shared resource for QuickBooks.
3. Choose Map Network Drive from the shortcut menu.
4. In the Map Network Drive dialog box, select a drive letter for this resource.
5. Select the Reconnect at logon option.
6. Click OK.

Switching Between Multi-user Mode and Single-User Mode Tip - The following administrative tasks must be performed in single-user mode:

- Backing up
- Restoring
- Compressing files
- Deleting items from lists
- Exporting or importing accountant's review copies
- Certain other setup tasks (QuickBooks displays a message telling you to switch to single-user mode when you access those setup tasks)

On the computer that's acting as the host/server, you must enable multi-user mode before other users can access the data files. To accomplish this, make sure the company you want users to work in is the current company. Then choose File | Switch to Multi-user Mode from the QuickBooks menu bar. All the QuickBooks windows are closed while the switch is made. Then a message appears to tell you that the company file is working in multi-user mode. The title bar of the QuickBooks window also announces that the software is in multi-user mode, and displays the name of the user. If you need to return to Single-User Mode, use the File menu, where the command has changed to Switch to Single-User Mode.

Accessing QuickBooks Pro from Other Computers - Users at computers other than the QuickBooks host/server computer can reach the network data easily:

1. Launch QuickBooks Pro (from the Program menu or a desktop shortcut).
2. Choose File | Open Company/Login from the QuickBooks menu bar.
3. Click the arrow to the right of the Look In field to display a hierarchy of drives and shared resources.
4. Select the drive letter if the resource is mapped.
5. If the resource is not mapped, select Network Neighborhood. Then select the host computer and continue to make selections until you find the shared QuickBooks folder.
6. In the Open A Company window, choose the company you want to use and click Open, or double-click the company name.

NOTE: If you attempt to open a company that someone else on the network is currently using, you see a message that QuickBooks has opened in multi-user mode because someone else is using the file. Click OK When the QuickBooks Login window appears, enter your login name and password. Then click OK.

CAUTION: If your login name exist in the User List, and if anyone is already accessing the files with that name you are told to use a different name or try later.

The first time each user logs on, it's a good idea to choose Edit | Preferences and establish personal preferences in all the My Preferences tab that contain configuration options. (Only the administrator can make configuration changes to the Company Preferences tabs).

Multiple QuickBooks Users on the Same Company File Computer Tip - The first time you used QuickBooks, the EasyStep Interview program asked if other people use your computer to perform work in QuickBooks. If you answered Yes, you were asked to provide names and passwords for each person. After the additional users are configured, you, as the administrator, can determine who can use the various features in QuickBooks. You can add users, delete users, and change access permissions at any time. Only the administrator can perform these tasks. If you said No during the interview, you can change your mind and set up multiple users now.

Creating, Removing, and Changing User Information Tip - When you want to create or modify users, choose Company | Set Up Users from the QuickBooks menu bar. If you are setting up multiple users for the first time, QuickBooks displays the Set Up QuickBooks Administrator window. You must have an administrator (I'm assuming it's you) to manage all the other user tasks. It's a good idea to leave the name as Admin. Then use the TAB key to move to the password box and enter a password. Press the TAB key again and type the same password to confirm it. You won't see the text you're typing; instead, the system shows asterisks as a security measure (in case someone is watching over your shoulder).

Configuring Inclusive Permissions Tip - The first permissions window asks if you want this user to have access to selected areas of QuickBooks or all areas. If you want to give the user full permission to do everything, you're asked to confirm your decision. After that, there's no further work to do in the wizard.

Configuring Rights to Individual Areas of QuickBooks - If you want to limit the user's access to selected areas of QuickBooks, select that option and click Next. The ensuing wizard windows take you through all the QuickBooks features (Accounts Receivable, Check Writing, Payroll, and so on) so you can establish permissions on a feature-by-feature basis for this user. You should configure permissions for every component of QuickBooks that you installed. Any component not configured is set as No Access for this user.

Configuring Special Areas of QuickBooks Tip - There are two wizard windows for setting permissions that are not directly related to any specific area of the software: sensitive accounting activities and sensitive accounting reports. Sensitive accounting activities are those tasks that aren't directly related to specific QuickBooks features:

- Making changes to the chart of accounts
- Manipulating the register for any balance sheet account
- Using online banking
- Transferring funds between banks
- Reconciling bank accounts
- Creating journal entries
- Preparing an accountant's review
- Working with budgets

Sensitive financial reports are those reports that reveal important financial information about your company, such as:

- Profit & Loss reports
- Balance sheet reports
- Budget reports
- Cash flow reports
- Income tax reports
- Trial balance reports
- Audit trail reports

Configuring Rights for Existing Transactions Tip - If a user has permissions for certain areas of QuickBooks, you can limit his or her access to manipulate existing transactions within those

areas. This means the user can't change or delete a transaction, even if he or she created it in the first place. It's generally not a good idea to let users other than the administrator (that's probably you) work in closed books. In fact, it's generally not a good idea for a software program to permit anyone to mess around in a closed year, but since QuickBooks does permit this, you should limit the permissions severely. When you have finished configuring user permissions, the last wizard page presents a list of the permissions you've granted and refused. If everything is correct, click Finish. If there's something you want to change, use the Prev button to back up to the appropriate page.

Working Around the QuickBooks "Rule" for Vendor Discounts Tip - If you receive discounts for timely payments from vendors, and the purchases that qualify are for inventory, it's normal (and good accounting practice) to post the discounts to a Cost of Goods Sold account. However, older versions of QuickBooks won't let you do that. Instead, QuickBooks forces you to post vendor discounts to an Expense account. This is a serious design flaw in QuickBooks, and it doesn't qualify as a "bug". (Bugs are "oops, that was a mistake" programming errors that programmers fix). Set up two accounts for vendor discounts, one as an Expense and the other as COGS. Post the discounts to the Expense account. Then, before you print or display a P & L report, make a Journal Entry to move the discounts from the Expense account to the COGS account. This gives you a real number for COGS. This problem has been fixed beginning with the 2003 version of QuickBooks (see page 107).

Paying Commissions to Sales Reps Tip - To track and pay commissions that are due sales representatives, the sales reps can be Vendors, Other Names, or Employees. However, you need to perform some setup and configuration tasks. You must create each sales rep in the Sales Rep list; every sales rep must also exist on the Employee, Vendor, or Other Names list. QuickBooks can differentiate a sales rep's listing from the original listing because the sales rep listing is the person's initials. If your sales reps are employees, you must create a commission item in the Payroll Items list and you must enter the specific commission information in the employee's record.

The QuickBooks Accountant Edition – This version includes the following features not found in any other version of QuickBooks:

- AutoReverse Journal Entries
- Autofill Memo Fields in Journal Entries
- Previous Bank Reconciliation Reports
- Bank Reconciliation Discrepancy Reports
- Closing Date Exception Reports

Remote Access Tip – The Remote Access feature lets you work on QuickBooks files that are located on a remote computer. The two computers don't connect to each other directly. Instead, a third-party company brings the computers together via an Internet connection. Both computers enter the same Internet site, and that site provides all the tools and services required to interact, along with a high level of security.

In QuickBooks Premier 2002, the remote access feature is called Access Anywhere. You can use Access Anywhere to work with your own QuickBooks Premier 2002 files when you're away

from the office. This means if you're traveling, taking a day off, or visiting a customer's site, you can get to your QuickBooks files as long as you can get your hands on a computer that has access to the Internet (the computer does not have to contain QuickBooks software). Access Anywhere also provides a way for an offsite bookkeeper to work on your books.

For QuickBooks Premier 2002: Accountant Edition, the remote access feature is called OnCall. You can use OnCall from any computer (even a computer that doesn't have QuickBooks installed) to access QuickBooks 2002 files on your clients' computers. OnCall lets you open, and work directly in, a client's QuickBooks 2002 file. OnCall is better than the Accountant's Copy Feature, which has limited functionality. Also, while you have the accountant's copy, your clients are prevented from performing some basic tasks in QuickBooks.

Turning Off Back Up Reminders Tip - If you have a regular backup routine for the computer that holds your QuickBooks files, you don't need to back up those files separately. In this case, you are probably answering **No** to the intermittent backup messages that appear when you close QuickBooks. These reminders to back up (along with an offer to buy backup services from Intuit) stop the software closing process until you respond by clicking No. This means you can't click the Close icon on the upper right corner of the QuickBooks window, or choose File, Exit, and then walk away from the computer. Your QuickBooks company file is still open, which may interfere with the nightly backup process (many backup software programs skip open files). You can stop QuickBooks from issuing these reminders (by default, the backup reminder appears every fourth time you use QuickBooks). To do this, close the QuickBooks software and open Windows Explorer or My Computer. Look for a file named **qbw.ini** in the folder that holds your QuickBooks software. Double-click qbw.ini. If your computer is configured to open .ini files in Notepad, the file appears in the Notepad editor window. If your computer is not configured to open .ini files automatically, Windows will present a list of programs for opening the file. Choose Notepad. Scroll through the file to find the line `AutoBackupFrequency=4` (the number may not be a 4, depending on your version of QuickBooks or whether anyone previously made changes to the line). Change the line so it reads `AutoBackupFrequency=0`. Then choose File, Save. The reminders will stop.

If you don't have a regular backup process that backs up your QuickBooks files every day, change the line to `AutoBackupFrequency=1`. The reminder will appear every time you close QuickBooks. Pay attention to it and back up your files.

Invoicing and Tracking Reimbursed Costs Tip - To track reimbursed costs from customers, you need to do three things: 1. Create an income account that holds the revenue that comes in as a reimbursed cost. 2. Create the configuration options to automate postings to that income account when you invoice your customers for a reimbursable cost. 3. Use the accounts configured for reimbursement when you enter transactions for reimbursed costs.

Unfortunately, QuickBooks is limited in its methods for tracking reimbursed costs. Unlike many other accounting software applications, QuickBooks does not let you post all of your reimbursable expenses into one income account. Instead, it insists on a one-to-one relationship between a reimbursable expense and the income from a reimbursable expense. As a result, if you have more than one expense account for reimbursement, you must also create more than one

income account for accepting reimbursed expenses. The best way to do this is to create a parent income account and subaccounts for each reimbursement type.

To create the income accounts, click Chart of Accounts (COA) on the Shortcuts pane to open the COA window. Press Ctrl+N to open a New Account window. Select Income as the account type. Enter an account number (if you use numbers) and name the account Reimbursed Expenses (or something similar). Click OK. Then create the specific child accounts in the COA window, by pressing Ctrl+N to open the New Account window. Select Income as the account type.

Enter a number (use the next sequential number after the number of the parent account) and a name for the account. Select the Subaccount check box. Enter the parent account you created. Repeat this process as many times as necessary. Assign the Income Account to the Expense Accounts. You must tell QuickBooks that when an expense account is used to invoice a customer for reimbursement, it should automatically post the Reimbursed Costs invoice item to the Income account you created for that purpose. To do this, open the Chart of Accounts; Select (highlight) the expense you bill back to customers for reimbursement. Press Ctrl+E to edit this account. Select the check box Track reimbursed expenses in. Entering the check mark automatically makes the Income Account field accessible. Enter the appropriate income account. Click OK. Repeat for the additional Expense accounts that are reimbursed.

To create Transactions for Reimbursed Costs, when you enter a vendor bill, if that bill, or part of the bill, is subject to customer billing for reimbursement, you must indicate that fact with two additional steps: Enter the job in the Customer:Job column making sure the little "Invoice" icon is showing in the last column. When you enter the customer's Invoice, take these steps: Enter the invoice items as usual, along with the amount. Click the Time/Costs icon at the top of the Invoice form. Click the Expenses tab to see all the reimbursable expenses you've posted for this job since the last time you invoiced this job. Click Select All to select all reimbursable costs for this invoice. A check mark appears in the Use column for every cost. To select only certain costs, click the Use column to the left of that cost's listing to place a check mark in the column. Costs you do not use for this invoice will be displayed on this window the next time you create an invoice for this job, so take this step only for costs you're not ready to pass on to the customer at this time (this rarely occurs). Click Print Selected Time And Costs As One Invoice Item if you just want one line (Reimbursed Expenses) to show on the invoice, instead of listing each reimbursement by category. Click Hide for any cost that you don't want to invoice the expense to the customer. This removes the cost permanently from the list of reimbursable expenses for this job. It does not remove the original transaction from your records. Your Customer:Job reports will still show the cost as associated with the customer or job. After you've made your selections, click OK. QuickBooks automatically makes the appropriate entries in the Invoice. *Your P&L Report will list the subtotals for each individual income item that's a reimbursed cost, and give you a total for all reimbursed costs. It does the same thing on the expense side . The totals 'wash' but you get information about how much of your spending and income is within these items.*

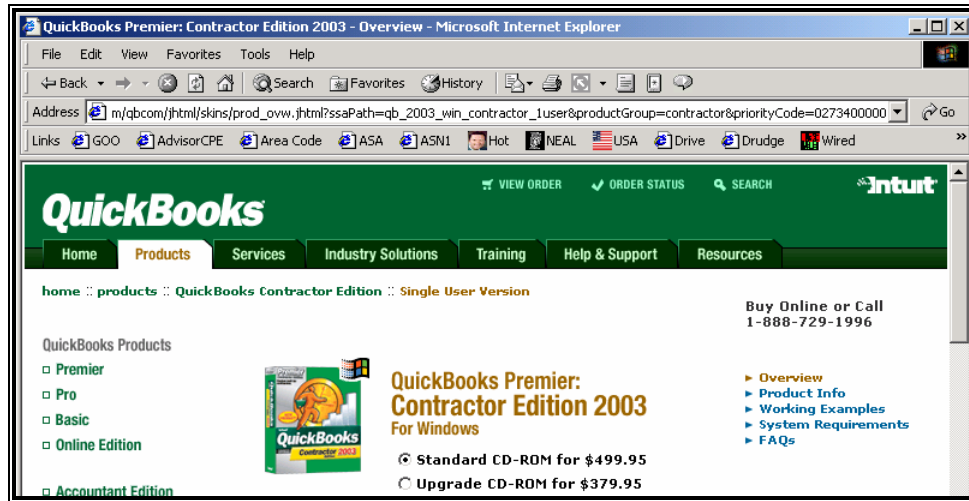
In QuickBooks 2003, Vendor Discounts Problem is Finally Fixed - Intuit has finally fixed the annoying problem of not letting you apply vendor discounts to Cost of Goods accounts.



QUICKBOOKS PREMIER CONTRACTOR EDITION

CHAPTER 16

QUICKBOOKS CONTRACTOR EDITION



QuickBooks Premier Contractor Edition 2003 is used by more than 350,000 contractors. It includes estimating, invoicing, and job costing change orders, a custom contractor menu, navigator, and customizable forms templates. There are nine reports specialized for contractors, more than 100 new form designs and more customization options.

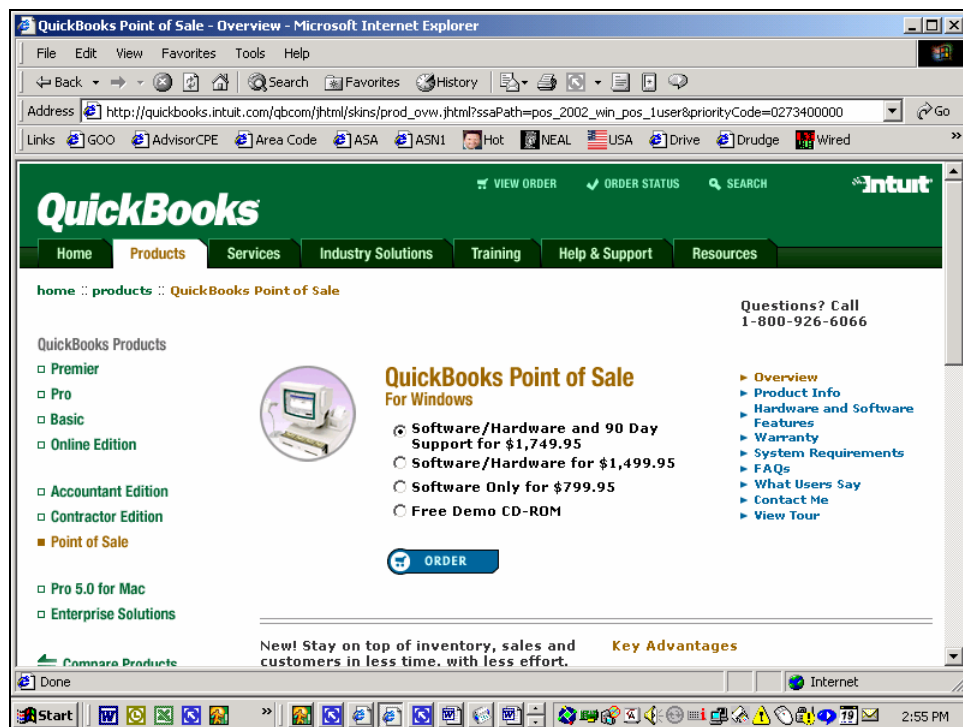
- Five New Job Cost Reports
- Drillable Job Costs Detail
- Tracks expenses not assigned to jobs to help eliminate unbilled job expenses.
- See estimated costs vs. actual costs
- New and expanded help topics are provided for job costing functions such as “Doing take-offs”, “Change Orders”, and “Estimating.”
- Print change orders on estimates
- Multiple estimates per job, duplicate estimates from previous jobs
- Nine new contractor-specific reports - Job Status, Time by Name with Billable Status, Certified Payroll – Box 1 Employee Information, Time by Name and Job with Billable Status, Time by Name and Item with Billable Status, Open Purchase Orders by Vendor, Open Purchase Orders by Vendor Detail, Vendor Account Information, Customer Account Information.
- A new “Expert Analysis Tool” shows where you stand in your industry based on performance benchmarks related to Profits, Sales, Borrowing, Liquidity, Assets and Employees.
- Contractor Menu and Navigator
- Customize forms by adding and removing fields right from the layout designer. You can include multiple instances of the same field. You can add text boxes. You can insert as many as 256 images into a form (in gif, jpeg, bitmap & other)
- Sample contractor company file with 3 years of realistic data
- Integrates with Microsoft Excel®, Word®, Outlook®, ACT®, 20 contractor-specific applications



RETAIL POINT OF SALE (POS) EDITION

CHAPTER 17

QUICKBOOKS POINT OF SALE



The QuickBooks Point of Sale Solution is touted to be an easy-to-use, affordably priced system. The system works with your PC and monitor, and includes fully integrated hardware/software. The system updates inventory, scans bar codes, processes credit card transactions, captures customer information, and prints detailed sales receipts. This POS system is integrated with QuickBooks financial software, which allows you to transfer sales information to your QuickBooks file with one mouse click.

Intuit claims that this system provides everything you need in one guaranteed-compatible package: software, bar code scanner, credit card swipe, receipt printer and electronic cash drawer (these items are also sold separately).

This solution can track inventory in real-time, allowing you to see exactly what you have on hand at all times without manual counting. You can sort inventory items by department, item number or other description, so you can locate items to check its in-stock status or price. You can also find the variations of a single inventory item. For instance, you can see how many t-shirts you have on hand in each color and size without looking up each item individually.

Basically, you ring up sales just like you would on a cash register using your computer keyboard. You can also scan product UPC codes, or you can start typing and choose the right item from a pop-up list. With each sale, the cash drawer opens automatically, and the receipt printer prints a receipt, just like a cash register. You can also process credit card sales with one swipe, - just run your customer's credit card through your POS card reader, and the rest is automatic. QuickBooks POS Merchant Service authorizes the sale, the card number and authorization code

are entered into the transaction record, and a receipt is printed for signature. This requires POS Merchant Service. Application approval and fees apply.

Presented below are some sample screens from the QuickBooks Point of Sale system:

Department **WMO** 

Dept Name **WOMEN'S: OUTERWEAR**

Vendor Code **PAT** 

Qty **4**

Description 1 **Brushed fleece jacket**

Cost **\$75.00**

Description 2

Margin % **62**

Attribute **Maroon**

Size **Medium**

UPC **0762188007577**

Price Levels

	Normal	Markdown %
Sale	\$160.00	20
Empl	\$150.00	25
Liquid	\$140.00	30

Alternate Lookup

Item # **56**

Tax **Taxable**

Non-Inventorv ☐

Department **WMO** 

Dept Name **WOMEN'S: OUTERWEAR**

Vendor Code **PAT** 

Qty **4**

Description 1

Cost **\$75.00**

Description 2

Attribute

Size

UPC **0762188007577**

Price Levels

	*Small	*Medium	*Large	Total	Markdown %
*Black	0	4	3	7	
*Maroon	1	4	3	8	
*Forest	0	3	2	5	
Total	1	11	8	20	

Alternate Lookup

Item # **56**

Tax **Taxable**

Non-Inventorv ☐

New Sales Receipt POS - Receipts 

Item #	Description 1	Qty	Price	Tax	Disc %	Ext. Price
34	Merino Sweater	1	\$65.00	Exempt		\$65.00

Customer Lookup 

Customer Name

Phone 1

Accept Checks?

Associate **Jon**

Promo Code

Price Level **Normal**

SubTotal **\$0.00**

Disc % **0.0000** Disc \$ **\$0.00**

Tax % **0.000** Tax \$ **\$65.00**

Payment on Account **\$0.00**

Total **\$65.00**

Bar scanner sold separately 

Continue to Payment Screen

Search: DENIM		POS - Receipts > Receipt #					
Item #	Dep...	Dept Name	Vend...	Description 1	Attribute	Size	Do
50	WKC	WOMEN'S: SKIR...	NMC	Denim Skirt	Short		
51	WKC	WOMEN'S: SKIR...	NMC	Denim Skirt	Medium		
52	WKC	WOMEN'S: SKIR...	NMC	Denim Skirt	Long		
23	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Red	S	
24	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	White	M	
25	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Blue	L	
27	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Blue	S	
28	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Blue	M	
29	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Red	L	
31	WTC	WOMEN'S: TOPS...	SND	Merino Sweater	Red	M	
32	WTC	WOMEN'S: Bar scanner sold separately		Sweater	White	L	



QUICKBOOKS SHORTCUTS

CHAPTER 18

Presented below are a variety of keyboard shortcuts available within QuickBooks:

DATE RELATED SHORTCUTS	
Y	First day of the Year
R	Last day of the year
M	First day of the Month
H	Last day of the month
T	Today
W	First day of the Week
K	Last day of the week
+	Next day (also next form #)
-	Prior day (also prior form #)
MOVING AROUND IN QUICKBOOKS SHORTCUTS	
1 (or 2, 3 ...)	Before popular list items (fast)
Down arrow	Move down a line
Up arrow	Move up a line
Ctrl + 1	Show important QuickBooks data.
Ctrl + 2	Turn on QBWIN.LOG
Ctrl + G	Go to other account register
Ctrl + H	Get transaction history
Ctrl + N	New transaction
Ctrl + R	Go to transaction register
Ctrl + Y	Display transaction journal
Ctrl + Z	Drill down report/undo last change
Ctrl + >	Next word in field (right arrow)
Ctrl + <	Prior word in field (right arrow)

Ctrl + DownArrow	Scroll through list while in form
Ctrl + Enter	Record entry (if Enter moves)
Ctrl + Page Up	First item/ list, prior month/ register
Ctrl + Page Down	Last item/ list (next month/ register)
Ctrl + UpArrow	Scroll through list while in form
End	End of field
End End	End of transaction
End End End	End of register
Enter	Record transaction, default
Esc	Cancel edit, close window
Home	Beginning of field
Home Home	Beginning of transaction
Home Home Home	Beginning of register
Page Down	Scroll down a page
Page Up	Scroll up a page
Shift + Tab	Move to prior field
Shift	Center open window
Tab	Move to next field (or Enter)
Ctrl + 1	Show important QuickBooks data.
Ctrl + 2	Turn on QBWIN.LOG
Ctrl + A	Chart of Accounts
Ctrl + C	Copy text to clipboard
Ctrl + D	Delete transaction - item
Ctrl + E	Edit
Ctrl + F	Find
Ctrl + G	Go to other account register

Ctrl + H	Get transaction history
Ctrl + I	Create Invoice
Ctrl + J	Customers, Jobs
Ctrl + L/Down Arrow	List
Ctrl + M	Memorize
Ctrl + N	New transaction
Ctrl + O	Copy transaction in register
Ctrl + P	Print
Ctrl + Q	Quick Report from List
Ctrl + R	Go to transaction register
Ctrl + T	Recall memorized transaction
Ctrl + U	Use item on list
Ctrl + V	Paste text from clipboard
Ctrl + W	Write checks
Ctrl + X	Cut text to clipboard
Ctrl + Y	Display transaction journal
Ctrl + Z	Drill down report/undo last change
Ctrl + Up Arrow	Scroll through list entries in form
Ctrl + Del	Delete line
Ctrl + Down Arrow	Scroll through list while in form
Ctrl + Enter	Record entry (if Enter moves)
Ctrl + F1	Hide / show cue cards
Ctrl + F6	Next window
Ctrl + Ins	Insert line
Ctrl + Left Arrow	Prior word in field
Ctrl + Page Up	First item/ list, prior month/ register

Ctrl + Page Down	Last item/ list (next month/ register)
Ctrl + Right Arrow	Next word in field
Ctrl + Up Arrow	Scroll through list while in form

CUT & PASTE SHORTCUTS	
Ctrl + C	Copy text to clipboard
Ctrl + D	Delete transaction - item
Ctrl + V	Paste text from clipboard
Ctrl + X	Cut text to clipboard
Ctrl + Z	Undo last change or drill down report
Ctrl + Del	Delete line
Ctrl + Ins	Insert line
OTHER SHORTCUTS	
Alt + Down Arrow	Display list for a field
Alt + F4	Exit program
Ctrl + A	Chart of Accounts
Ctrl + E	Edit
Ctrl + F	Find
Ctrl + I	Create Invoice
Ctrl + J	Customers, Jobs
Ctrl + L/Down Arrow	List/Scroll through list in form
Ctrl + M	Memorize
Ctrl + O	Copy transaction in register
Ctrl + P	Print
Ctrl + Q	Quick Report from List

Ctrl + T	Recall memorized transaction
Ctrl + U	Use item on list
Ctrl + W	Write checks
Ctrl + F1	Hide / show cue cards
Ctrl + F6	Next window
Ctrl + Up Arrow	Scroll through list entries in form
Diamond	Move list item, make sub-item
Escape	Cancel entry or close window
F1	Help
F2	Edit data
F5	Refresh
Ins	Insert
Shift	Open window in center of screen
Space bar	Mark or unmark check boxes
Type initial letters	Quick Fill names in list

QUICKBOOKS DATA ENTRY SHORTCUTS

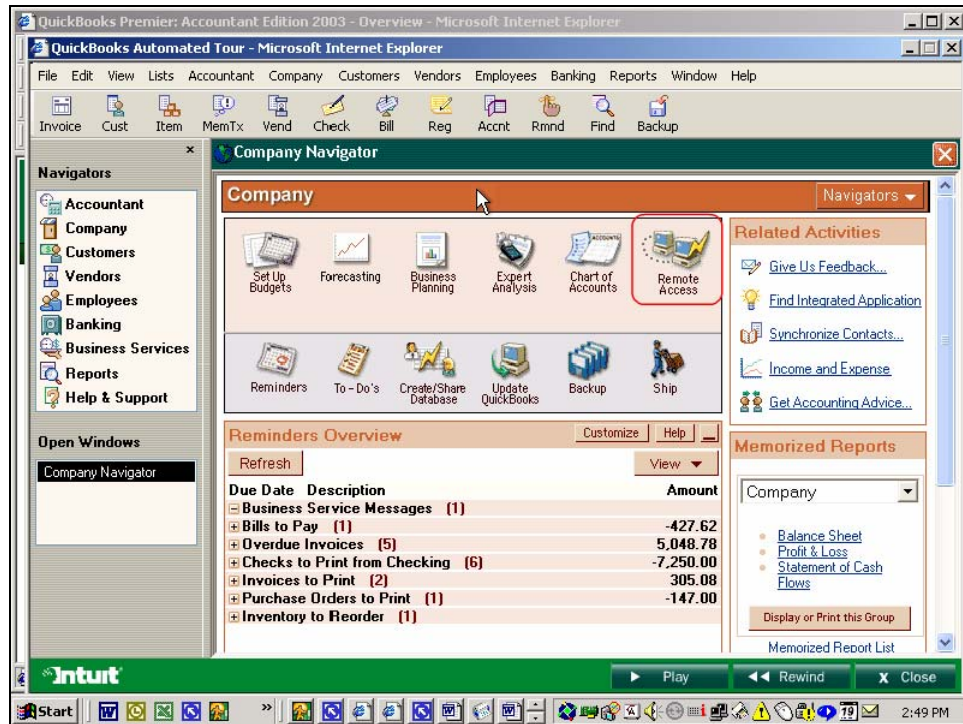
+	Next day (also next form #)
-	Prior day (also prior form #)
1 (or 2, 3 ...)	Before popular list items (fast)
Alt + down arrow	Display list for a field
Alt + F4	Exit program
Diamond	Move list item, make sub-item
Down arrow	Move down a line
End	End of field
End End	End of transaction
End End End	End of register

Enter	Record transaction, default
Esc	Cancel edit, close window
F1	Help
F2	Edit data
F5	Refresh
H	Last day of the monthH (in date)
Home	Beginning of field
Home Home	Beginning of transaction
Home Home Home	Beginning of register
Ins	Insert
K	Last day of the weekK (in date)
M	First day of the Month (in date)
Page Down	Scroll down a page
Page Up	Scroll up a page
R	Last day of the yearR (in date)
Shift	Open window in center of screen
Shift + Tab	Move to prior field
Space bar	Mark or unmark check boxes
T	Today (in date)
Tab	Move to next field (or Enter)
Type first letters	Quick Fill names in list
Up arrow	Move up a line
W	First day of the Week (in date)
Y	First day of the Year (in date)



QUICKBOOKS 2005 ACCOUNTANT EDITION

CHAPTER 19



The QuickBooks Premier Accountant Edition 2003 is designed for accounting professionals with multiple QuickBooks clients. This specialized version offers Remote Access, which lets the accountant work on client files from your home or office, plus much, much more. This Edition is designed for accountants with accounting functionality to help CPAs work with their clients' files. The accountant-specific features include the ability to keep closed periods closed, new condensed reports that allow you to view and edit all journal entries on a single screen, and Remote Access lets you work on client files from your home, office, or on the road via the Internet, without the hassles of exchanging disks or files, or driving to client offices.

Key Advantages

- Remote access to clients' QuickBooks files
- Multiple journal entry view
- Enhanced closing procedures
- Condensed reports
- Reports designed for accountants
- Improved class tracking
- Advanced inventory tracking features
- Enhanced journal entry options
- Better Integration with ProSeries

Compatibility - Be aware that in order to take full advantage of all of the features in Premier: Accountant Edition, your clients need to use one of the QuickBooks 2003 products: QuickBooks Basic, Pro, or Premier 2003.

Caution - Also be aware that with Remote Access, your client cannot be working on their file at the time you access it.

Remote Access - To use Remote Access you need to have Internet access, a user I.D. and password to your client's data. Thereafter, any time you want to access your client's file, simply click the Remote Access button in QuickBooks. Enter your I.D. and password, and click on "Start Session". QuickBooks generates a Session ID Number. To set them up, you must direct your client to the QuickBooks Remote Access Web site, have them enter the Session ID number, and you're connected! Once connected, you can do anything you could do if you had their files on your desktop-update information, run reports, close out periods and password-protect them. You have all the control with none of the inconvenience of driving to your clients' offices or the risk of working in duplicate data files.

Security - Intuit claims that the Remote Access sessions protect your clients' data with the same security technology used by banks and online trading firms for their online transmissions. Data is encoded using state-of-the encryption and transmitted over the secure socket layer (SSL) to prevent interception. You initiate Remote Access sessions, but permission for each session must be granted by your client using their private password, so they're always in control of access to their data.



QUICKBOOKS PROBLEMS & SOLUTIONS

CHAPTER 20

SOLUTIONS TO THE QUICKBOOKS PROBLEMS THAT CPAs MOST FREQUENTLY ENCOUNTER

QUICKBOOKS PROBLEM: You receive fatal error messages from QuickBooks, or you notice errors on reports, invoices, bills, etc. You are missing transactions or items are missing off reports or lists.

SOLUTION: You should run Verify Data to check for damage whenever QuickBooks appears to be functioning improperly or erroneously. The Verify Data utility detects data damage, and then logs any errors it finds in a file named Qbwin.log. The Qbwin.log file is contiguous, so that every time you verify, rebuild, condense, or update your data, any integrity issues found will be appended to the end of the Qbwin.log file. It is common for the Qbwin.log to become very large. You can identify only current errors in the data file by renaming the Qbwin.log file, located in your QuickBooks directory, to Qbwin.old. QuickBooks will create a new Qbwin.log file to store the results of the utility you ran most recently. To run the Verify Data utility:

1. From the QuickBooks Windows menu, choose Close All.
2. From the File menu, choose Utilities, and then choose Verify Data.
3. If the Verify Data operation completes with the message QuickBooks detected no problems with your data, then your data is clear.
4. If the Verify Data completes with the message “Your data has lost integrity...,” then there is damage in the file, and QuickBooks will display a message with instructions for running the Rebuild Data utility to attempt to repair the damage. The Rebuild Data utility should never be run across a network. Before starting the Rebuild Data process, the file information from the Product Information window should be noted for future reference (press Ctrl + 1 to open the Product Information window). If the file is on a network, it should be copied locally before the Rebuild Data utility is run. You will be prompted to make a backup as part of the Rebuild Data process. Make sure that you do not overwrite your existing backup. The Rebuild Data utility will run as soon as the backup completes, and it should only be run once. When the Rebuild process has finished, close your company file and then reopen it in order to refresh the lists in the file. Note: It is a good idea to run Verify Data again after the Rebuild Data process to check for remaining damage.
5. If the Verify Data run after rebuilding the file indicates that there is still damage, you should consider restoring a recent backup of your company file. Make sure that you do not overwrite your existing company file. From the File menu, choose Restore. Any information entered in the company file since the backup was made will need to be manually reentered after you restore.

QUICKBOOKS PROBLEM: QuickBooks run slowly in multi-user mode.

SOLUTION: QuickBooks can run slowly in multi-user mode for several reasons as follows:

- The data file size is too large to be handled efficiently by the system.
- There are three or more users accessing one module at the same time.
- A large report is being run (for example, Transaction report) in data files with more than 32,000 targets.
- The data file is located on a slow computer.
- The Audit Trail is turned on.
- A Network Interface Card (NIC) is slow or defective.

To resolve this issue, try one or more of these measures:

- Condense the data file.
- Limit the number of users accessing a module at any one time.
- Narrow the date range on a large report.
- Locate the data file on the fastest machine on the network.
- Turn off the Audit Trail.
- Upgrade to faster Network Interface Cards, cables, and hubs.

QUICKBOOKS PROBLEM: Trouble backing up a QuickBooks company data file.

SOLUTION: If you use the built-in QuickBooks backup utility, you need to be in Single-user Mode to use the back up feature. The QuickBooks backup compresses data into a compact file that has the same file name as the company data file, but with the extension .qbb, rather than .qbw. If you are backing up to a disk that already contains a file with the same name, the following message will appear: *The backup file you chose already exists. Do you want to replace it?* We recommend that you back up to a different name each time, preserving older back ups permanently in case they are ever needed.

QUICKBOOKS PROBLEM: Trouble mapping a network drive in Microsoft® Windows® 9x, NT® or Millennium Edition.

SOLUTION: You can only map a folder that is shared. For example: If a user on Computer 1 shares his or her C: drive, you will only be able to map the C: drive, not the subfolders contained within the C: drive. If you do not see the option Map Network Drive when you right-click the folder containing your company file, you will need to move up a level and check the higher-level folder (or the drive itself) for the mapping option. If you do not see the option, please check with your system administrator.

You should not map a network drive if your company file resides on the same computer where you are using QuickBooks – this will cause QuickBooks to operate slower. Instead, open the file from the drive where the data file resides. The default installation location is C:\Program Files\Intuit\QuickBooks. Navigate through the local C: drive and the appropriate folder levels to open your company file. To map a network drive from within QuickBooks:

- From the QuickBooks File menu, choose Open Company.
- Select Network Neighborhood from the Look in drop-down list.
- Double-click the computer where the company file resides.
- Right-click the folder containing the company file, and select Map Network Drive.
- Select an unassigned drive letter. Windows defaults to the first available letter, but you can choose any drive letter that is unassigned.
- Select Reconnect at Logon.
- Click OK.
- From the Look in drop-down list, select the drive letter you assigned, and then in the main window, choose your company file name and click Open.
- When the company file opens, press Ctrl+1 to open the Product Information window. Look at the path provided under Location in the File Information area. The location of your file should be something like:

G:\QuickBooks Pro\[company name].qbw.

You can also map a network drive within Windows Explorer as follows:

- Right-click the Microsoft® Windows® Start button, and choose Explore.
- Scroll down the left side of Windows Explorer to Network Neighborhood.
- Double-click Network Neighborhood to expand the network view on the right side.
- Double-click the computer where the company file resides.

- Right-click the folder containing the company file, and select Map Network Drive.
- Select an unassigned drive letter. Windows defaults to the first available letter, but you can choose any drive letter that is unassigned.
- Select Reconnect at Logon.
- Click OK.
- Start QuickBooks, and from the File menu, choose Open Company.
- From the Look in drop-down list, select the drive letter you assigned, and then in the main window, choose your company file name and click Open.
- When the company file opens, press Ctrl+1 to open the Product Information window. Look at the path provided under Location in the File Information area. The location of your file should be something like:

G:\QuickBooks Pro\[company name].qbw.

QUICKBOOKS PROBLEM: You need to rebuild a QuickBooks company data file.

SOLUTION: You should run the Rebuild Data utility if you receive the message that the Verify Data utility has failed, if the Verify Data utility returns a b-check error, or if a QuickBooks Help & Support Knowledge Base article calls for a data rebuild to fix errors. The Rebuild Data utility will attempt to fix damage in a QuickBooks data file. If the file is on a network drive, copy the file locally before attempting to run this utility. Follow these steps to rebuild the data file:

- From the QuickBooks Window menu, choose Close All.
- From the QuickBooks File menu, choose Utilities, and then choose Rebuild Data.
- Rebuilding requires that you back up your company file. Click OK on the message informing you that a backup must be made.
- Do not replace your current backup. Instead, use a different 3.5-inch disk (or other media) for this backup, or back up to your hard disk. Click No if you see a message asking if you want to replace the backup file. To avoid overwriting your current file, enter a new name in the Filename field.
- At the bottom of the Back Up Company File window, click Back Up.
- The Rebuild Data utility will begin as soon as the backup is complete. Click OK on the message informing you that the rebuild has completed.
- Close your company data file and then reopen it to refresh the lists in the file:

⇒ From the File menu, choose Close Company.

⇒ From the File menu, choose Open Company.

⇒ Select the company you want to open, and then click Open.

QUICKBOOKS PROBLEM: You receive the following message while trying to start QuickBooks, and when no one else is using the company file: *"The company file has been opened by another user. Ask that user to switch to multi-user mode so that you can use the company file."* Microsoft® Windows® 98 and Millennium Edition will display the message: *"Cannot access this file. Check security privileges over the network drive."*

SOLUTION: This situation can occur if the computer you are using has either Microsoft® Windows® 2000 or XP as the operating system – the permissions to the shared folder where the QuickBooks company file resides may be set to Read Only. The default permissions are Everyone = Read. To resolve this problem, the share permissions need to be changed to give QuickBooks users "full control" access to the shared folder where the company file resides.

QUICKBOOKS PROBLEM: I get the following warning when trying to use or set up online banking: Unable to connect. Try again later. [OL-202].

SOLUTION: This error might appear on three different occasions as follows: 1. When you click Send in the Online Banking Center; 2. When you are attempting to add a financial institution during the online banking setup process; 3. If you are a CheckFree® client (on July 3, 2002, CheckFree issued a new security certificate, and you may need to update your QuickBooks program). If the message occurs when you click Send in the Online Banking Center, it may indicate a server issue, and you should try the procedure again later. However, if you receive the message after repeated tries, or over an extended period, there may be a problem with your network configuration. Make sure that your Internet access is functioning properly outside of QuickBooks, and that the Internet Connection Setup is configured correctly in QuickBooks. Additionally, if you use firewall software, make sure it is configured to allow QuickBooks access to the Internet.

If you receive the message while attempting to add a financial institution during online banking setup, it will be followed by a second message: *"Warning: There has been an error which has prevented the retrieval of Financial Institution information. This may have been caused by a network service problem, which will prevent you from using QuickBooks Online Banking features. Please check your network setup and try again."* This message should not prevent you from adding the financial institution, nor from using online banking functions, unless you are also signing up for Online Bill Payment. If you are acquiring Online Bill Payment, you may encounter a separate sign-up issue.

QUICKBOOKS PROBLEM: The computer stops responding while running QuickBooks.

SOLUTION: The most probable cause for this problem may be that the computer may be running low on resources. As a short-term fix, either restart your computer or end tasks for specific programs that are not responding. As a long-term fix, either add more memory to the computer, or purchase a new computer.

QUICKBOOKS PROBLEM: QuickBooks users receive the following message for an extended period of time when attempting to perform tasks in QuickBooks: *“Waiting for company file”*.

SOLUTION: If one computer is running a utility, such as Verify Data, all other computers accessing the same company file in multi-user mode will be locked out until the process has finished. If the company file is large, or if the file is stored on a computer that has slow or limited resources, the utility may take a long time to complete. To allow utilities to complete in the shortest time possible, have all users who are not running the utility exit QuickBooks, and then switch to single-user mode on the remaining computer to run the utility. (From the QuickBooks File menu, choose Switch to Single-user Mode.) When the utility is complete, choose Switch to Multi-user Mode from the File menu and have other users log in again.

QUICKBOOKS PROBLEM: When you attempt to open a data file that is stored on a network drive, you receive the error message: *“This file cannot be accessed.”*

SOLUTION: Make sure you have security privileges on the network drive. It could be that the "File and printer sharing for Microsoft Networks" component is installed on Microsoft® Windows® 95 or 98, and the data file is being opened from a shared folder that was set up with read-only access. To resolve this issue, change the shared folder's access type to "Full Control" on the computer that the shared folder is stored on.

QUICKBOOKS PROBLEM: You receive the following error message that occurs when restarting the computer: *“An error occurred while reconnecting [drive letter] to [folder path].”*

SOLUTION: This problem is usually caused when you rename the folder where the QuickBooks company data file is stored. To resolve this error, on your desktop, right-click the Network Neighborhood or My Network Places icon and choose Disconnect Network Drive. A list of mapped drives will appear in the Disconnect Network Drive window. Select the drive noted in the error message. Click OK. The next time you start your computer, you should not receive this message.

QUICKBOOKS PROBLEM: You receive the following error message while attempting to send online payments: *“Unexpected Error: OL 206”*

SOLUTION: Your financial institution or CheckFree® may be experiencing server difficulties, or your company file may be in an "error recovery" status. Contact your financial institution or CheckFree at (630) 692-3030 to learn if they are experiencing server difficulties, or to have them clear the "error recovery" status from your company file. To find your financial institution's contact number: From the QuickBooks Banking menu, choose Online Banking Center. From the Financial Institution drop-down list, select your financial institution.

Click Contact Info. Call the Customer Service phone number listed in the QuickBooks Information window to confirm the server status.

QUICKBOOKS PROBLEM: You receive the following message when attempting to log in to a company data file as Administrator: *“The QuickBooks Administrator is editing the user information for user (Admin). You can try to log in as a different user.”*

SOLUTION: Various situations may cause this message to appear. For example, another user may already be logged in as Administrator (Admin). A temporary image file has not refreshed properly. The User list is damaged. To resolve this issue, use a name other than Admin to log in to the company data file. From the QuickBooks Company menu, choose Set Up Users. If Admin (logged on) appears in the User List window, another user has already logged in as Administrator. The other user must log off before you can log in as Administrator. If Admin (logged on) does not appear in the User List window, click Close. On each workstation, including the one that you are trying to log in from, exit QuickBooks and all other programs that are running. Turn off each workstation by choosing Shut Down from the Microsoft® Windows® Start menu, selecting Shut down from the drop-down list, and then clicking OK.

Important: Do not select Restart from the drop-down list. After all workstations have been turned off, turn them on again. Restart QuickBooks on your workstation and then try to log in as Administrator. If the message persists, try restoring a recent backup copy of your company file (however, you will need to reenter any new information that was entered since the backup was made).

QUICKBOOKS PROBLEM: You receive the following runtime errors, which occur after installing QuickBooks:

- Runtime error -91
- Runtime error -2147418105
- Runtime error: 429 Active X components cannot create object
- Runtime error ID = 1AD
- Runtime error ID = 1CE

SOLUTION: The possible cause of this problem may be caused by incomplete registration of all QuickBooks files during program installation. To resolve these messages: Restart your computer, and then restart QuickBooks. If the message persists, search for the file reboot.bat, and then double-click the file in the search results. (If the search results contain multiple files named reboot.bat, only double-click the file in the current QuickBooks installation folder.) If the message persists, install QuickBooks over the existing installation. If the issue is still unresolved, uninstall QuickBooks, and then install the program again.

QUICKBOOKS PROBLEM: Trouble getting QuickBooks Pro and Enterprise Solutions to use Multi-user Mode.

SOLUTION: When running on a network, QuickBooks Enterprise Solutions will allow up to 10 users to work in the same data file at the same time. When more than one person is using the same company file, the file is in Multi-user Mode. To set up a multi-user environment, make sure you have your computers connected to the network properly. Install a copy of QuickBooks Enterprise Solutions on each user's computer. Each user must have a unique copy of the same version of QuickBooks with a unique Installation Key Code. Choose a location for the QuickBooks company file. Be sure each user has read/write access and create/delete rights to the directory where the QuickBooks company file is stored. On a peer-to-peer network you may want to put the company file on the computer of the person who uses QuickBooks the most. This allows that person to have the fastest access to the file. On a Client-Server network you will most likely put the company file on the server. Make sure you have the network drives correctly.

QUICKBOOKS PROBLEM: Lost registration number.

SOLUTION: To locate your registration number: In QuickBooks, press Ctrl+1 to open the Product Information window. Your registration number will be located in the top left corner of the window. To close the Product Information window, click OK.

QUICKBOOKS PROBLEM: You receive the following message, after downloading a patch from the QuickBooks Update Service? *"Insufficient disk space to apply patch" followed by "Unable to apply patch."*

SOLUTION: This message sequence can occur when your computer has less than 62 megabytes (MB) of hard disk space available. To resolve this message, erase some unnecessary files to free up approximately 62 MB of hard disk space. In many cases, this is a good indication that a new computer is needed. Once your computer has more hard disk space available, you can attempt the update again.

QUICKBOOKS PROBLEM: Why is an Internet browser required for QuickBooks and how do I make sure that I have the right version loaded?

SOLUTION: The latest versions of QuickBooks require Microsoft® Internet Explorer (IE) version 6.0 or higher. If you do not have the required version of IE on your computer when you install QuickBooks, it will be installed along with QuickBooks. If you ever need to reinstall IE, you can install it directly from the QuickBooks CD, or you can download and install the latest version from the Microsoft Website. To install IE from the QuickBooks CD: Insert the QuickBooks CD in the CD-ROM drive. Click Reinstall QuickBooks when the installation starts. (If you are asked if you want to install QuickBooks now, click Yes.) Enter your Installation Key Code and click Next. (The code from the previous installation should be displayed just above the entry field, or you can find the code on the sticker on the back of the CD envelope.) Click Next past the QuickBooks installation location (you will not be reinstalling QuickBooks). Select

Custom as the Setup Type and click Next. Clear the QuickBooks checkbox and select Internet Explorer 6.0. Click Next. Follow the onscreen instructions for the remainder of the installation.

QUICKBOOKS PROBLEM: You receive the following message after choosing the type of business and chart of accounts in the Easy-Step Interview: *“Error on line XXX: imported account has a duplicate account number”*

SOLUTION: If you are in the sample company and go to the Easy-Step Interview and then choose any type of business, QuickBooks will return the error. Click OK on the error message. The chart of accounts selected will be set up correctly. Intuit is aware of this issue, however, there is no resolution at this time.

QUICKBOOKS PROBLEM: The check numbering sequence used for printing batch checks does not continue in the Write Checks window.

SOLUTION: By design, there are two separate numbering sequences used for QuickBooks checks. One sequence is used for printing sequential groups (batches) of checks, whereas a different sequence is used for manually written checks. If you select the To Be Printed checkbox in the Write Checks window, the check will be grouped with others for continuous (batch) printing. When printed, the check will be assigned a number from the sequence used for batch printing. If you do not select the To Be Printed checkbox, QuickBooks assigns a check number from the numbering sequence used for manually written checks. To correct the check number in the Write Checks window, double-click the incorrect check number in the No. field and then enter the new number (this will not affect the batch numbering sequence). After you save the corrected check, the next assigned check number in the Write Checks window will continue sequentially from the number you entered. Note: You can correct the starting check number for a batch sequence as well (from the QuickBooks File menu, choose Print Forms, choose Checks, and then update the First Check Number field).

QUICKBOOKS PROBLEM: I can't see the account numbers for split detail accounts when printing from an account register.

SOLUTION: If the Print Splits Detail checkbox is selected when printing from a register, account numbers will print for single-account transactions, but not for multiple detail accounts. To see account number detail, you can print a Journal report instead of printing from the register. To do this, from the QuickBooks Reports menu, choose Accountant & Taxes, and then choose Journal. Click Modify Report, and in the Columns box, clear the checkmark from Trans #, Type, Debit, and Credit. Also, in the Columns box, select Clr, Amount, and Balance to add these columns. Click the Filters tab. Select Account in the Filter list, and then select the specific account from the drop-down list. Under Include Split Detail? Select Yes. Select Date in the Filters list, and then enter the appropriate date range. Click OK. Click Print at the top of the

report. Memorize the report if you would like to use this setup again. Intuit is aware of this issue, however, there is no resolution at this time.

QUICKBOOKS PROBLEM: QuickBooks does not consistently check spelling on forms.

SOLUTION: If a form is printed from the Print Preview window, QuickBooks does not perform the spelling check, even though the preference to always check spelling may be active. (Preferences are found on the QuickBooks Edit menu.) To ensure that the spelling check will be performed, click Close in the Print Preview window, and then print directly from the form.

QUICKBOOKS PROBLEM: I can't see the complete customer notes on my QuickBooks Time Detail report.

SOLUTION: Time Detail reports can display 99 characters in the notes column. If the customer notes are longer than 99 characters, then they will not display completely. To see important customer note information on Time Detail reports, your notes can either be reduced in length, or rearranged to ensure that the most important information appears at the beginning.

QUICKBOOKS PROBLEM: When printing a QuickBooks report in Microsoft® Excel, the report header is not automatically centered.

SOLUTION: To center the report header in Excel, change the Advanced Printing options: Run the report in QuickBooks. Click Excel, and then click Advanced. In the Printing options section of the Export Report to Excel window, select Send header to Page Setup in Excel. Click OK. When you print the report, the header will now be centered. Note: Excel features are not available in QuickBooks Basic.

QUICKBOOKS PROBLEM: Trouble reconciling an account in QuickBooks with its financial statement and what to do if you do not balance.

SOLUTION: To reconcile a QuickBooks bank account with the bank statement, from the QuickBooks Banking menu, choose Reconcile. Enter or select the appropriate account in the Account field. Compare your statement's opening balance with the amount shown in the Beginning Balance field. If you reconcile regularly and the QuickBooks Beginning Balance differs from the beginning balance on your statement, the discrepancy could be caused by clearing a transaction directly in the account register (as opposed to the Reconcile window), or by changing or deleting a previously reconciled transaction (see the next Problem and Solution in this case). Enter your statement's ending balance in the Ending Balance field. Enter any new service charges, finance charges, or interest earned from your statement. Click Continue to open the Reconcile [Account] window. Now you are ready to reconcile individual transactions. When you find a transaction that matches one on the statement, click the checkmark column to clear it. If you click Leave in the Reconcile [Account] window before you are completely finished,

QuickBooks does not retain the transactions you marked. You will need to start over at step 1 the next time you reconcile. For each transaction that you clear, verify that it matches the one on the statement. If the transaction does not match and the statement is incorrect, please contact your financial institution. If the statement amount is correct, double-click the transaction in QuickBooks to display it. Correct the error, and then click Save & Close. Click the corrected transaction to clear it. When you have finished clearing transactions, look at the Difference amount in the bottom right corner of the Reconcile Account window. If the amount is 0.00, click Reconcile Now. You have successfully reconciled the account with the statement. If the amount is anything other than 0.00, the account does not balance for the period of time covered by the statement. Choose one of the following options: (1) Start again, making sure that all amounts and transactions have been recorded correctly or (2) Click Reconcile Now, and then click Enter Adjustment to finish the reconciliation for the time being. (QuickBooks will enter an adjustment to your account.) Eventually, however, you should locate and correct the cause of the discrepancy.

QUICKBOOKS PROBLEM: The beginning bank reconciliation balance in Begin Reconciliation window in QuickBooks does not match bank statement.

SOLUTION: The beginning balance in the Begin Reconciliation window may be incorrect if any of the following have occurred:

- 1) A transaction was cleared directly in the account register, causing the transaction to be excluded from the beginning balance in the Begin Reconciliation window. To include the transaction in the beginning balance, you must clear it in the Reconcile window. Unlike QuickBooks 2001 and earlier versions, transactions cleared directly in the register are no longer used to calculate the beginning balance for reconciliation. If you are familiar with the way QuickBooks formerly calculated beginning (opening) balances, the amount may be different than expected. A previously cleared transaction was somehow modified since the last reconciliation. This includes voiding or deleting a cleared transaction and changing the amount of a cleared transaction.
- 2) Additionally, there may be data damage in the company data file. If so, and if you are certain that the discrepancy is due only to transactions cleared in the account register, choose one of the following options:
 - a) Complete the reconciliation with the beginning balance discrepancy. If you ignore the discrepancy in the Begin Reconciliation window and click Continue to proceed to the Reconcile window, any transactions cleared through the register will appear and will already have checkmarks next to them. Use your bank statement to select all other cleared transactions for the period. Assuming there are no other issues, the reconciliation should balance correctly. Complete the reconciliation of the transactions cleared in the register before reconciling to the bank statement. Because the sum of transactions cleared in the register is causing the variance between the QuickBooks and the bank statement beginning balances, if you complete the reconciliation of these items, you should then be able to reconcile properly to the bank statement.

- b) Enter the beginning balance from the bank statement in the Ending Balance field of the Begin Reconciliation window, and then click Continue to proceed to the Reconcile window. The transactions cleared in the register will already have checkmarks next to them, and the Difference amount in the lower right corner should be 0.00. Click Reconcile Now to finish reconciling these transactions only, and then begin the reconciliation process again. The QuickBooks beginning balance will now match the bank statement beginning balance.
- 3) If you suspect that any transactions have been altered or deleted, choose one of the following options:
- a) Run a Reconciliation Discrepancy report. From the QuickBooks Reports menu, choose Banking, and then choose Reconciliation Discrepancy. Select the appropriate account, and then click OK to display a listing of transactions that have changed since the last reconciliation.
 - b) Run a Reconciliation Detail report. From the QuickBooks Reports menu, choose Banking, and then choose Reconciliation Detail. Select the appropriate account, select the statement ending date, and then click Display to open a prior reconciliation detail report. Compare this report to reports printed for past reconciliations to look for differences. Locate the discrepancy amount. (This option will work only if the discrepancy was caused by a single transaction.) From the QuickBooks Edit menu, choose Advanced Find. Select Amount in the Filter list, select the equals (=) option, and then enter the discrepancy amount in the field to the right. Click Find. If a transaction is found, determine whether it is the transaction causing the discrepancy, and correct it as needed. Note: If the transaction was previously reconciled but is now uncleared, correct the status through the account register by clicking in the checkmark column, and then clicking Record to save the change. If the transaction has been marked cleared but has not been reconciled, see the solutions above regarding how to handle transactions cleared in a register.
 - c) Run an account QuickReport: Use this report to determine if transactions have an incorrect cleared status. From the QuickBooks Lists menu, choose Chart of Accounts. Select the account you want to reconcile. Click the Reports button at the bottom of the list, and then choose QuickReport. Click Modify Report, and then click the Display tab. Select Clr in the Columns list. Click the Filters tab. In the Filter list, select Cleared. To the right of the Filter list, select either Yes (to filter for cleared transactions) or No (to filter for uncleared transactions), and then click OK to return to the report. Look at recent transactions. If you see transactions incorrectly cleared or uncleared, update them in the account register by clicking in the checkmark column, and then clicking Record to save the change. (See the solutions above regarding how to handle transactions cleared in a register.)
 - d) Run an Audit Trail report. This report can help identify transactions that have been deleted, changed, or added since the last reconciliation. A close examination of this report

can often help locate a problem, however, if the Audit Trail feature has not been active, you will not be able to see changes or deletions that occurred while the Audit Trail was inactive. To activate the Audit Trail feature: From the QuickBooks Edit menu, choose Preferences. Click the Accounting icon on the left. Click the Company Preferences tab. Select the Use Audit Trail option, and then click OK. To run the report, from the QuickBooks Reports menu, choose Accountant & Taxes, and then choose Audit Trail. You may need to adjust the report dates to see modifications for the appropriate time period. If the options listed above do not resolve the issue and you suspect damage, use the QuickBooks Verify Data and Rebuild Data utilities to detect and repair the damage.

QUICKBOOKS PROBLEM: Transactions are missing from the Match Transactions window after downloading a bank statement.

SOLUTION: There are various reasons why transactions might be missing from the Match Transactions window after downloading a bank statement. The transactions may not have reached the Intuit server yet. Your financial institution uploads transactions to the server once a day, and until transactions are on the server, they cannot be downloaded. Historical or older information may not have been sent with your statement. Financial institutions decide how far back historical information goes, and they will send you a confirmation letter indicating how old your first downloaded statement transactions will be. Additionally, the server will not hold statement information older than three months.

The Show Matched checkbox in the Match Transactions window may have been cleared. This prevents matched transactions from showing on the QuickStatement.

If you find transactions missing from the Match Transactions window, choose the appropriate solution below:

If the only missing transactions are from within two business days, try the download again tomorrow, when the transactions may have reached the server. If you would like to contact your financial institution: From the QuickBooks Banking menu, choose Online Banking Center. Select the correct name from the Financial Institution drop-down list. Click the Contact Info button in the upper right corner of the Online Banking Center window.

If the only missing transactions are your oldest transactions, in the first statement, try entering the missing transactions manually. All future transactions should download correctly. Make sure the Show Matched checkbox is selected in the Match Transactions window: From the QuickBooks Banking menu, choose Online Banking Center. Click Send (if you have not already done so) to download transactions that have occurred since the last time you downloaded transactions. After the download has completed, select an account from the Items Received From Financial Institution area. Click View to display the QuickStatement in the Match Transactions window. Select the Show Register checkbox if it is not already selected. This will allow QuickBooks to match transactions from your QuickStatement with those in your register. Transactions that have already

been reconciled will not be matched. Verify that the Show Matched checkbox is selected in the bottom left corner of the Match Transactions window.

QUICKBOOKS PROBLEM: You receive the following error, which occurs when attempting to send or delete an online banking transaction – C=43.

SOLUTION: C=43 errors indicate possible damage to the data file. To resolve this issue, run the Verify Data utility described earlier. [If data damage is detected, you will then be prompted to rebuild your data file (also described earlier).]

QUICKBOOKS PROBLEM: Your computer stops responding when you open a transaction window (such as the Write Checks or Pay Bills window) or edit an online transaction in a register.

SOLUTION: A possible cause of this problem could be that your financial institution's information may need to be updated. To update your financial institution's data: From the QuickBooks Banking menu, choose Set Up Online Financial Services, and then choose Online Financial Institutions List. Scroll through the Financial Institutions Directory Web page and select your financial institution. Click the Apply Now button. After the page loads, close the browser using the "X" in the upper right corner. You do not need to fill out the application. QuickBooks will connect online to receive updated online financial institution information. Once the transmission is complete, you should be able to use online banking functions, as well as open transaction windows, and edit online entries in the register. If the above did not solve the issue, follow the steps below completely and without interruption: From the QuickBooks Banking menu, choose Online Banking Center. Check for any online service notifications or e-mails, view and then delete them. Select the message and click View. If you want to retain this information, click Print to print the message for your records. Click Close to close the message window. With the same message selected, click Delete. Make sure any transactions in the Match Transaction window are either matched, added to the register, or deleted. (For more information on matching transactions, from the QuickBooks Help menu, choose Help Index, and then type "matching online transactions.") Send any payments waiting in the Items to Send section. Back up your company file. Disable any accounts that use online banking and/or online bill payment services as follows: from the Lists menu, choose Chart of Accounts. Select any accounts that are set up to use online banking. (These accounts have a lightning bolt to the left of the Type column.) Click the Account button and choose Edit. Click the Online Info tab. Record all online account information on this tab, so you can re-enter it later. Clear the Online Account Access and/or Online Payment checkboxes. You will receive a message "You have just disabled online services for this account. Do you wish to retain the online information associated with this account?" Click No. Repeat the steps for any other online bank accounts. Re-enable all online accounts as follows: in the Chart of Accounts window, select the accounts you want to re-enable. Click the Account button and choose Edit. Click the Online Info tab. Re-enter all online account information on this tab. Select the Online Account Access and/or Online Payment checkboxes as appropriate. Click OK to save your changes.

QUICKBOOKS PROBLEM: The AutoRecall feature in QuickBooks not automatically filling in information from the last transaction for this name.

SOLUTION: AutoRecall memorizes the information on the first transaction recorded for a specific name on a given date. The information from that transaction is used on all subsequent transactions until a new transaction for the same name is recorded on a different date. If a second transaction with different information is entered on the same date, AutoRecall does not store the new information. To resolve this issue, either update your transactions manually, or follow these steps to use AutoRecall to create updated transactions for the same day: Create a new transaction with updated information using a future date. Click Save & New, and then click Previous. Change the date back to today's date. Click Save & New again. AutoRecall works with bills, checks, or credit card charges. AutoRecall does not work with purchase orders, invoices, sales receipts, payroll liability checks, or credit memos. In addition, AutoRecall cannot transfer information from one account to another. For example, if you have two checking accounts, you cannot write a check in the first account, and then AutoRecall the check information in the second account.

QUICKBOOKS PROBLEM: Trouble setting up custom fields.

SOLUTION: Custom fields let you add to the information that QuickBooks tracks about your customers, vendors, and employees and the items that you purchase and sell. You can add your own custom fields to the windows where you set up customers, vendors, employees, or items. Information you enter into the fields can be just for your use, or it can prefill on certain forms when you enter a name or item on the form. You can also include data from custom fields in your reports. QuickBooks treats the information you enter into a custom field the same way it treats information entered into any other field. If you memorize a transaction that has a custom field, QuickBooks memorizes what you entered in the field along with the other details of the transaction. If you export a list that contains data in custom fields, QuickBooks exports that data along with the other data from the list. For example, if you want to track your sales by region, add a field titled Sales Region to the New/Edit Customer window. Fill in the sales region for each customer on your Customer:Job list. Add the new Sales Region field to each form. From then on, a customer's sales region prefills when you enter a sale. You can filter your reports so they show only sales for a particular region.

QUICKBOOKS PROBLEM: Trouble setting Outlook or ACT! to work with QuickBooks.

SOLUTION: During the synchronization process, each name from your contact manager (Outlook or ACT!) needs to be selected and placed in a QuickBooks list. To assign the contact names to the appropriate lists in QuickBooks, from the QuickBooks Company menu, choose Synchronize Contacts. Follow the instructions in the wizard. Once the synchronization has started, you are prompted you to assign the contact name(s) to the appropriate QuickBooks list. Select the contact name(s) from the list. At the bottom of the window, select the appropriate list

in QuickBooks in which to place the contact name(s). (You can select multiple contact names by pressing the Ctrl key on your keyboard as you click each name. Continue to press the Ctrl key until all names have been selected.) Click Apply. This categorizes the contact names so that they will automatically synchronize with the correct QuickBooks list. After all of the names have been categorized, click OK to resume synchronization. When the process is complete, a Synchronization Complete window will appear with an option to view the Sync Log file. You may view the file for information on the results of the synchronization.

QUICKBOOKS PROBLEM: Problems memorizing transactions in QuickBooks.

SOLUTION: You cannot memorize receipts or deposits of payments, bill payments, paychecks, time records, sales tax payments, or year-to-date (YTD) payroll adjustments. If you are entering the transaction information for future use and do not want to record the transaction now, click Clear to close the transaction window. To memorize a transaction in QuickBooks, enter the transaction. If the content of certain fields will change each time you recall the transaction, leave those fields blank. For example, your monthly utility bill should be memorized with a blank Amount field. From the QuickBooks Edit menu, choose Memorize. In the Name field of the Memorize Transaction window, enter a name that will help you recognize the transaction in the Memorized Transaction list. In the Detail area of the Memorize Transaction window, indicate how you want the transaction handled. (If you need assistance, press F1 while the Memorize Transaction window is open.) Click OK to memorize the transaction.

QUICKBOOKS PROBLEM: Problems entering journal entries made in the General Journal Entry window.

SOLUTION: This option is available for accountants or users who prefer the traditional system of accounting in which transactions are entered into a general journal. If you are not an accountant, you might use the general journal to transfer amounts from one income or expense account to another, or from one class to another. In order to complete your year-end activities, your accountant may instruct you to record miscellaneous journal entries in QuickBooks. To record a journal entry, from the QuickBooks Banking menu, choose Make General Journal Entry. In the Make General Journal Entry window, change the Date field, if desired. If you number your general journal entries, enter the number in the Entry No. field. In the detail area, enter distribution lines – in the Account column, enter or select the first account in your transaction. If you are using an A/R (accounts receivable) or A/P (accounts payable) account, the first account in the general journal transaction should be the accounts receivable or accounts payable account. In the Debit (or Credit) column, enter the debit (or credit) amount for the account you selected in the previous step. (Optional) Enter a memo about the amount in the Memo column. The memo appears on reports that include the general journal entry. Enter or select the customer, vendor, employee, or other name associated with the transaction in the Name column (required for A/R or A/P accounts.) (Optional) If you selected an expense account along with a customer or job, you can make the amount billable to the customer. To avoid billing the customer for an expense, click the billable icon to put an “X” through it. (Optional) Assign a class to the amount. Repeat Steps 4a through 4f to enter distribution lines until the transaction

reaches a zero balance (that is, the total in the Debit column equals the total in the Credit column). Click Save & Close to save the journal entry and close the window, or Save & New to save the journal entry and create a new one.

QUICKBOOKS PROBLEM: Understanding and using the Opening Balance Equity account.

SOLUTION: QuickBooks creates this account the first time you enter an opening balance for a balance sheet account. As you enter the opening balances, QuickBooks records the amounts in the Opening Balance Equity account. This ensures that you have a correct balance sheet for your company, even before you have entered all your company's assets and liabilities. After you have entered all of your opening balances, you may want to move the amount in Opening Bal Equity to your other equity accounts. This is an optional adjustment if you want to identify retained earnings or the equity of several owners.

To transfer all or part of the amount, from the QuickBooks Lists menu, choose Chart of Accounts. Double-click the Opening Balance Equity account to open its register. Enter a transfer transaction – in the Account field, select the equity account that you are transferring the money to from the drop-down list. Enter the amount to transfer in the Decrease column of the register. Click Record, and then repeat steps for any other amounts you want to transfer.

QUICKBOOKS PROBLEM: Problems handling bounced checks from customers.

SOLUTION: When a customer's check has "bounced" (returned to you for insufficient funds), handle it in the following manner – first, create items for tracking bounced checks and their associated charges if these items do not already exist in your company data file. From the QuickBooks Lists menu, choose Item List. Click the Item button and choose New. Select Other Charge from the Type drop-down list and name this item Bad Check or similar. Leave 0.00 in the Amount or % field and select Non from the Tax Code drop-down list. Select your bank account from the Account drop-down list and then click Next.

Repeat steps to create a second item named Bad Check Charge or similar. This is for the service charge you will assess customers for bounced checks when you send them another invoice. Select an income account (such as Returned Check Charges) from the Account drop-down list. If the account does not exist, click the drop-down arrow and choose Add New, and add the new income account. Click OK to save both items.

Record your bank's charges for a bounced check: From the Banking menu, choose Use Register. If prompted, select the appropriate bank account and click OK. Create a new transaction, naming it NSF Fee or similar. Enter the bank charge amount in the Payment field. In the Account field, enter the income account. Enter a memo if desired, and then click Record. Record a credit memo to reverse the original sale: From the Customers menu, choose Create Credit Memo/Refunds. Enter all of the items from the original invoice or sales receipt, including the sales representative and sales tax if applicable. Enter the Bad Check line item from Step 1.c with a negative amount. This amount should match the total of all the items on the credit memo, creating a credit memo with a zero total. Click Save & Close to record the credit memo. Choose Create Invoices from

the Customers menu to send the customer a new invoice, which should include all of the items from the original invoice, plus a line item for Bad Check Charge. If the original transaction was a statement charge, print a new statement charge. If the original transaction was a sales receipt, you still need to recreate an invoice to send to your customer.

Tip: QuickBooks Pro and Premier versions have a "bounced check" letter that you can send in addition to the new invoice. This is one of the prewritten letters available through the Write Letters feature in the QuickBooks Pro and Premier versions. For more information, from the Help menu, choose Help Index, and then type writing letters.

QUICKBOOKS PROBLEM: QuickBooks creates transactions with a date other than the current system date.

SOLUTION: QuickBooks checks the system date when a company data file is opened. It does not continually update the date if the file is not closed. If QuickBooks is left running overnight with the company file open, transactions are created with the date the file was originally opened. To resolve this issue, close your company file and then reopen it.

QUICKBOOKS PROBLEM: I receive the following message every time I click the Start button on the Time/Enter Single Activity window? *"The Stopwatch always displays duration in hours:minutes format and reverts back to decimal format when stopped."*

SOLUTION: If the QuickBooks time format preference is set to decimal, the message appears as a reminder that although the time will display in hours and minutes while recording, it will revert to decimals when stopped. To resolve this message, choose one of the following options: In the Stopwatch Time Format message window that appears, select the Do not display this message in the future checkbox. Change the time format preference: From the QuickBooks Edit menu, choose Preferences. Click the General icon, and then click the Company Preferences tab. In the Time Format section, select Minutes. Click OK to save your changes.

QUICKBOOKS PROBLEM: I receive the following error message when attempting to set up my payroll in QuickBooks: *"Error reading tax info library."*

SOLUTION: A possible cause is QuickBooks has been installed on a non-U.S. version of Microsoft® Windows®. QuickBooks is designed to run on the U.S. version of the Microsoft Windows operating system only. Therefore you must install a U. S. version of Windows.

QUICKBOOKS PROBLEM: The old tax table version number still appears after updating payroll.

SOLUTION: The payroll may not have updated correctly, or the computer's date and time setting is incorrect. To resolve this issue: First, check your computer's date and time setting and correct it if necessary. From the QuickBooks Employees menu, choose Get Updates, and then choose Get Payroll Updates. While holding down the Ctrl key, click Update. After the download is complete, a message will appear. Click OK. Reopen the Get Payroll Updates window (see Step 2). Your updated tax table version should now appear at the top of the window. If the issue persists, select the Download entire payroll update option, and then click Update. It may take several minutes to download the update. After the download is complete, click OK at the message, and then reopen the Get Payroll Updates window to check your tax table version.

QUICKBOOKS PROBLEM: Hyperlinks are broken when QuickBooks exports employee summary reports to Microsoft® Excel.

SOLUTION: In QuickBooks, employee summary reports contain hyperlinks so that you can access a particular employee record. When summary reports are exported to Excel, the records they were linked to in QuickBooks are not accessible from Excel. Do not click the hyperlinks in Excel. You may remove broken hyperlinks from the Excel spreadsheet. For information on how to remove them, please refer to the Help files in Excel. Note: Employee summary reports are produced by the Employee Organizer. The Employee Organizer is available only by subscription and is not available for QuickBooks Basic.

QUICKBOOKS PROBLEM: An Internet address appears in the footer when printing an Employee Summary report.

SOLUTION: The employee summary reports that you print from the Employee Organizer use the Microsoft® Internet Explorer Page Setup settings for printed headers and footers. To resolve this problem, change the Page Setup settings in Internet Explorer:
Start Internet Explorer. From the Internet Explorer File menu, choose Page Setup. Delete or edit the information in the Header and Footer boxes. Note: Headers and footers can consist of both text and codes. Codes begin with an ampersand (&), and you can use them to print information that changes, such as the date or time. You can use codes alone or in combination with text that you type. To display information about the codes you can use in headers and footers: Click the Help button (the small ? at the top right of the Page Setup window). Click anywhere in the Header and Footer areas of the window.

QUICKBOOKS PROBLEM: Problems with leave of absence records.

SOLUTION: Each employee can only have up to 50 historical leave of absence records. QuickBooks will not accept any further records. You must supplement QuickBooks with some other record keeping method, such as a spreadsheet.

QUICKBOOKS PROBLEM: The screen does not return to the Edit Employee window when the user finishes using an Employee Organizer wizard.

SOLUTION: When you choose any of the following in the Edit Employee window, a wizard starts, and the Edit Employee window closes: Raises & Promotions on the Payroll Info tab Process Leave or Return from Leave on the Leave of Absence tab Terminate Employee or Termination Details on the Termination tab. To continue making changes to an employee record, you will need to reopen the Edit Employee window by double-clicking on the Employee List the name of the employee whose record you want to edit.

QUICKBOOKS PROBLEM: A blank window displayed when I choose a form or letter in the Employment Regulations window.

SOLUTION: A possible cause for this problem is that Microsoft® Word is not installed on your computer or it is not set up as the editing program for rich text format (RTF) documents. If possible, install Microsoft Word on your computer or set it up as the editing program for RTF files (see "File types: associating extension with," in Microsoft® Windows® Help). If that is not possible, you can save a copy of the document and then open it with a different word processing program. In this case, your word processing program must be capable of editing RTF documents. To save a copy of an Employment Regulations document: From the QuickBooks Employees menu, choose Employment Regulations. Click Forms and Letters. Click the link for the document you want to save. In the File Download window, select Save it to disk.. In the Save As window, choose where you want to save the file, and then click Save. After you save the file, you can edit the document with your word processing program.

QUICKBOOKS PROBLEM: Trouble importing information from another financial program into QuickBooks.

SOLUTION: If you have been using another financial software product, you can import information from that product into QuickBooks if the product allows you to export to a spreadsheet or text file. You can import lists that correspond to individual transactions, budgets, and QuickBooks lists. To transfer transaction data from another product, the data must be in Intuit Interchange Format (IIF). Important notes for importing data: All account, customer, and vendor names must be either added to QuickBooks before importing data, or placed in the spreadsheet *before* the transactions using them. When using the INVITEMTYPE header for item type, all the data in the column *must* be in upper case. Note: The easiest way to see and understand the format QuickBooks needs to import data is to export some lists from the sample company and view the resulting file in a spreadsheet. To create an IIF file for your company, choose one of the following options: Download and open one of the several sample IIF files that are available online. Use the existing spreadsheet headers and replace the sample data with your own. Then see steps below to import the data into QuickBooks. Create your own IIF file: Start

the spreadsheet program that contains the data that you want to import into QuickBooks. Move the contents of all the cells in your spreadsheet one column to the right by inserting a column so that the first column is blank. Please refer to the Help files in the spreadsheet program for instructions on inserting columns and rows. Move the contents of all the cells down one row by inserting a row so that the first row is blank. Check the structure of the spreadsheet. If it contains more than one type of list or a mixture of lists, budgets, and transactions, make sure that each type of information has its own block in the spreadsheet. Insert a blank row to separate the blocks. For example, a list of customers might fill rows 12 through 75, row 76 would be blank, and rows 77 through 150 would be made up of vendor information. In the first cell in the blank row above each block of information (row 76 in the example above), enter a keyword. Be sure to include the exclamation point (!). Complete the first row by adding the headings that QuickBooks expects to find for the information. From the QuickBooks Help menu, choose Help Index, type the topic importing data, and choose Creating an import file to see a list of the headings you can use. Make sure that the content of the columns in each block matches the headings you just added. Note: If a vendor's entire address is in one column, divide it so that the first line of the address appears under the ADDR1 column, the second line under the ADDR2 column, and so forth. The same can be done with customer addresses. Save the spreadsheet as a text file. Click Yes to the message asking if you want to save the file as tab delimited. Search for the file, and then rename it with the extension .iif. Start QuickBooks. From the File menu, choose Utilities, and then choose Import. From the Look in drop-down list, locate the folder containing the new file and select the file name from the list. Click OK.



QUICKBOOKS SERVICES CHAPTER 21

QUICKBOOKS SERVICES:

Intuit offers a variety of services that may be of interest to you or your clients. These services are listed below, and described in more detail on the following pages.

- Insurance (AFLAC)
- Merchant Account for Credit Card Payments
- Send Invoices Online
- Accept Online Payments
- Online Bill Pay
- Get a MasterCard
- Get D & B Credit Reports
- Bank Online
- Establish Retirement Plans
- Ship with FedEx
- Backup Data Remotely
- Set-Up Remote Access
- Create a Web Site
- Call for Accounting Advice
- Find a QuickBooks Advisor

INSURANCE (AFLAC)

QuickBooks now offers Insurance Products and Services from AFLAC (American Family Life Assurance Company), located in Columbus, GA. AFLAC is reported to be the largest provider of worksite insurance products in the United States. QuickBooks now includes built-in AFLAC forms that allow users to apply for insurance. There is also a report to help reconcile AFLAC invoices to employee payroll deductions.

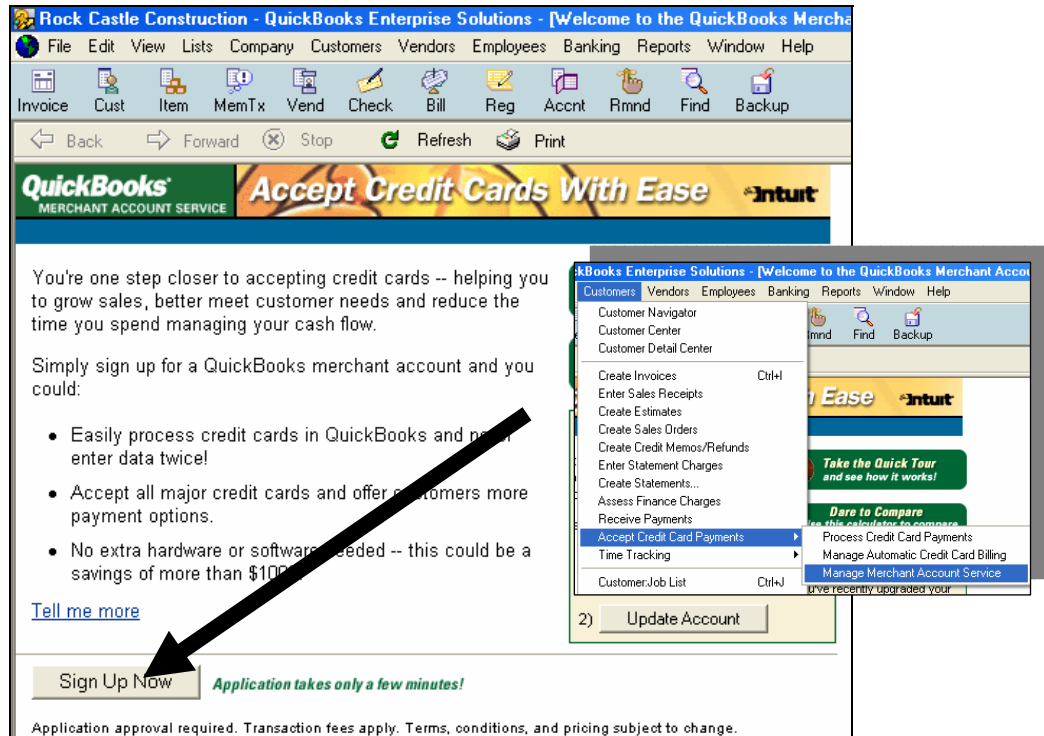


The AFLAC functionality in QuickBooks is not available in previous versions of QuickBooks. To use the AFLAC functionality, you must have QuickBooks 2003 (Basic, Pro, Premier or Enterprise Editions). The Employee Organizer is not required. The AFLAC Setup, audit report and forms are available without the Employee Organizer. Also, you do not have to subscribe to QuickBooks payroll subscription to access the AFLAC features. However, if you use the AFLAC features to set up pre-tax deductions, QuickBooks payroll will calculate your taxes automatically, so you don't need to calculate them manually.

MERCHANT ACCOUNT

The QuickBooks Merchant Account Service is offered by Wells Fargo Merchant Services and Chase Merchant Services, LLC. These are the only two Merchant Account services that work with QuickBooks. You must use QuickBooks Financial Software version 2002 or higher, or QuickBooks Enterprise Solutions 2.0. This account allows you to accept credit cards – everything you need to process credit cards is built right into QuickBooks - no extra software or phone lines needed. Simply enter credit card and customer information in QuickBooks, and click Send. Credit card payments are authorized and processed on the spot, and data is stored in QuickBooks. With this service, you can process credit cards in QuickBooks or remotely – such as at a trade show or at home – using Virtual Terminal Plus1. The service includes a card reader and features a 1.89% card-swiped rate. The card reader is available and is sold separately.

Your application must be approved before you can use this service, and you can apply from within QuickBooks as shown in the screen below. This process typically takes 7 to 10 days to be processed, approved and activated.



You will need to furnish current information about your business: legal name, location, business history, owner information, sales data, bank account information, funding information and current credit card processing and card type information. Pricing for this service is as follows:

	Wells Fargo Merchant Services		Chase Merchant Services
Discount rate for MasterCard and Visa	1.89% *† (card-swiped)	2.39% * (key-entered)	2.39% (key-entered)
Monthly fee	\$ 17.95/month (includes paper statement)		\$ 13.95/month
Statement fee	None		\$ 4.00/month
Per authorization fee	\$ 0.25		\$ 0.25
Setup fee	\$ 39.95		\$ 39.95
No monthly minimums, no cancellation fees, no leasing fees and no extra phone lines!			

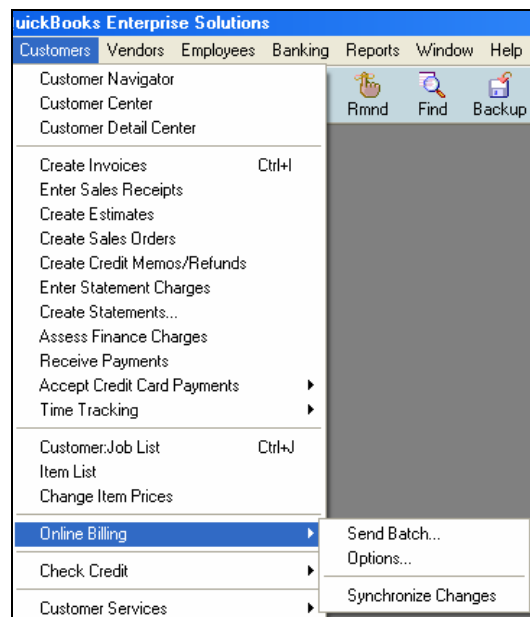
Automatic Credit Card Billing - If you have a QuickBooks merchant account, the Automatic Credit Card Billing feature allows you to bill a customer's credit card a fixed amount at regular intervals for recurring services, such as membership fees, insurance premiums, or subscriptions. Before setting up a recurring charge, you must have written authorization from your customer. To set this up, from the "Customers" menu in QuickBooks, choose "Accept Credit Card Payments" and then choose "Manage Automatic Credit Card Billing" to access the Recurring Charges page. Print the "Automatic Credit Card Billing Authorization Form." Visa and MasterCard require that you and your customer complete this form in order to use Automatic Credit Card Billing. After completing the merchant sections, deliver the form to your customer to complete and sign. Next, on the "Recurring Charges" page, click "Set Up Recurring Charge" and complete all fields. Then, click "Next" to review and then save the charge information. Billing

begins on the start date you specify. Your customer's credit card is charged automatically each billing period for the amount specified. After payment is authorized, funds are transferred to the account you use for the QuickBooks Merchant Account Service.

SEND INVOICES ONLINE

Deluxe Online Billing allows you to e-mail QuickBooks invoices, statements and estimates as e-mail attached .pdf files; and through E-mailed Forms Tracking, you can also verify when customers have received and read their invoices. You can also automatically notify customers of late payments with Payment Reminders and give them access to a password protected web page where they can view billing history, print invoices, submit inquiries, and set payment reminders.

There is a fee associated this service of \$14.95 per month, but you can try it free for 45 days. To set this up, select the Online Billing options page from the customer menu as shown below.



The Customer Account Center tracks all e-mail invoices, statements and estimates from QuickBooks. Thereafter, each of your customers will be able to access a private, online Customer Account Center (which only includes their billing information) through a link in the e-mails you send. When your customers click on this link they will be invited to create a login to gain access to the Customer Account Center. Once a login is created, the Resource Center is protected so that only that login can be used to view that particular customer's information. Customers can see only their account information with your company. This account information includes all invoices (including your company logo) that you have e-mailed to them while you have been using Deluxe Online Billing.

To make the transition smooth for your customers, you should contact them first and tell them about this new option that is available to them.

If you've added your company's logo to your form(s), you will need to upload the graphic to Intuit servers first so that it can be converted to a Web-viewable version. Your logo will then be displayed in the same location on the forms as when printed. To add a logo to invoices, statements and estimates, click on the Online Billing Options button on the Edit E-mail dialogue and upload your logo before you e-mail the form to your customers.

You can e-mail forms from QuickBooks without signing up for Deluxe Online Billing. However, Deluxe Online Billing gives you E-mailed Forms Tracking, Payment Reminders, customized forms with your own logo, and a Customer Account Center. The basic Online Billing service allows you to e-mail invoices, estimates and statements without your logo from your QuickBooks 2001/2002 software for free. You can only e-mail statements if you are using QuickBooks 2002 or higher.

ACCEPT ONLINE PAYMENTS

QuickBooks offers a service that allows you to accept payments online. Once you have set up this service, all you need to do different is checked the "Allow Online Payment" box on your invoices before sending them to your customers. The first time you set this up, you will be prompted to select a payment provider. Thereafter, you can choose the invoices you want to enable for online payment. When you send an enabled invoice and your customer receives the invoice via e-mail, he or she can click on the link in the e-mail to make a payment online. Once payment is received, an alert is displayed in your Company Home Page. Simply go to the Accept Payments screen and click on the Get Online Payment button. With one click, you can record the payment information in QuickBooks.

QUICKBOOKS BILL PAY



With QuickBooks Bill Pay you can pay your U.S. bills online. Bill Pay records payments directly into the QuickBooks General Ledger. This service can reduce the amount of labor, supply cost, and processing time by handling accounts payable online. You can make up to 20 payments per month for \$15.95; thereafter each additional set of 10 payments is \$6.95 per month. There is a free 30-day trial.

To use this service, select the "online bank payment" box and choose the date you want the payment delivered. As an alternative, you could also go to the "pay bills" screen, and select "online bank payment" and choose the date you want the payment delivered. Next, send the payments from the Online Banking Center within QuickBooks – the payments are then made by the delivery date (when setting delivery date, please allow 4 business days for processing).

All online payments are sent using encryption and are protected with a PIN that only you know. QuickBooks Bill Pay transactions are guaranteed by the payment processor to be on time. To use this service, you need a checking account at a bank that offers online banking with QuickBooks, an Internet connection and a version of QuickBooks that supports online banking, and QuickBooks version 2000 or higher.

GET A MASTERCARD

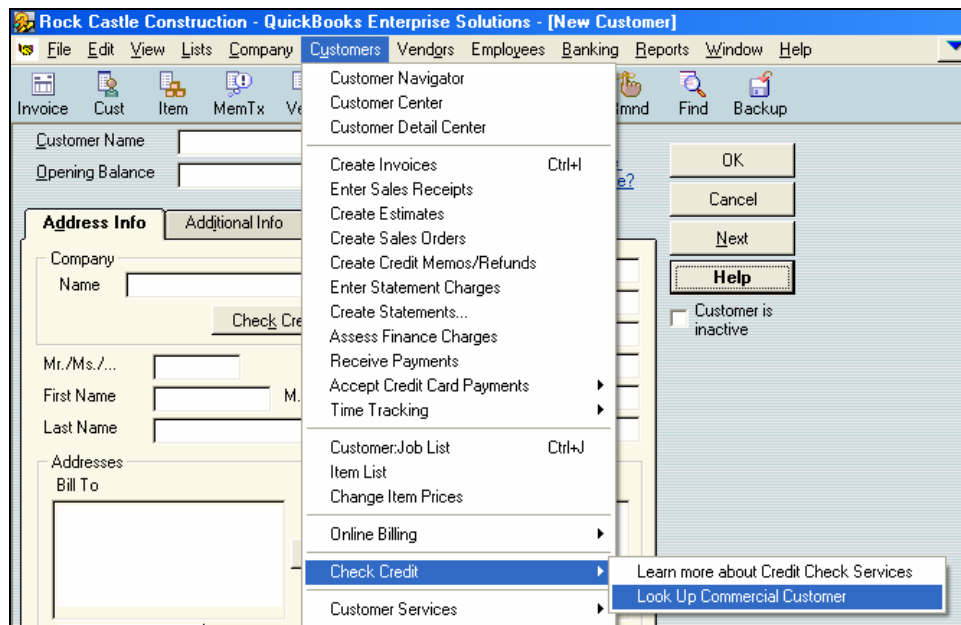


The QuickBooks Business MasterCard is offered through Travelers Bank & Trust, FSB (a member of Citigroup) and it allows you to download your credit card transactions directly into all versions of QuickBooks 2000 and higher – all you need is an internet connection. You can automatically categorize expenses. The credit card features a low introductory APR on purchases and balance transfers, no annual fee, and no fees for additional employee cards. You can also apply spending controls on individual cards. You also earn traveler discounts quickly when you enroll in the optional TravelerMiles rewards program. This program has an annual enrollment fee of \$39. You can apply online. Details and an enrollment form of the TravelerMiles program will be delivered with your card. It usually takes 3-4 weeks to process an application.

As a consolidated payment option, you can set up one master account for the business that receives a billing statement detailing activity for all individual credit card accounts.

Once you are approved for your credit card, Travelers Bank will send you a customer ID number, a temporary PIN, and a set of "Getting Started" instructions to set up your card for online account access. This will allow you to download credit card transaction data. The transaction data is sent using SSL encryption and is protected with a PIN that only you will know.

GET D & B CREDIT REPORTS



You can get a credit report on any customer or prospective customer by selecting credit check from the Customer menu, and then select Get Credit Report. At the Credit Check Services window, select the Existing Customer tab if the company you are checking on is already in your customer list. Otherwise, select the New Customer tab. Next select a company or enter the company name and state. Then select Get Credit Report and click Start. If no matching company is found, make certain that both the company name and the state in which it is located are correct. If multiple possible matches are found, select the best match and click Continue. If a large number of companies is found, click Advanced Search and add additional criteria. If the company you selected is not an exact match for a customer in your customer list, the information from the D&B database is displayed next to the information from your QuickBooks customer list. Check "Update billing address in QuickBooks with information from D&B" if you want the D&B information to replace the QuickBooks information. The information in QuickBooks will be saved in the customer notes area. Pricing for this service is as follows:

Features	Gold Package	Silver Package	Transactional Package
Membership Fee	\$39.99/month	\$19.99/month	N/A
Credit eValuator Reports	4 reports per month	2 reports per month	\$24.99 each
Bonus Credit eValuator Reports	10 FREE reports when you sign up!	4 FREE reports when you sign up!	None
Credit Alerts	Yes	Yes	No
Additional Credit Reports	\$12.99 each	\$12.99 each	\$24.99 each
Discount on Dun & Bradstreet Targeted Marketing Lists	15%	10%	None

Credit reports are downloaded right into QuickBooks.
A sample credit report is shown below:



Sample Flower Company*

dba: Sample City Flowers, Main Street Flower Co.
000 Any Street
Somewhere, CA 00000
Phone: 800-000-0000
D-U-N-S ® Number: 00-000-0000

Report as of:
January 27, 2002**

Included with this Credit eValuator Report purchase are 12 months of continuous tracking of key business changes and free Alert messages in your Tracking Folders. You can also choose to receive email notifications of the important changes. **IMPORTANT NOTE: You will not receive email alerts if you have opted out of receiving communications from D&B.

Risk Summary



LOWER RISK HIGHER RISK

Risk of Late Payment

Risk of late payment is based on the following prioritized factors in addition to other information in D&B's files.

- 30% of trade experiences indicate slow payment
- Payment experiences exist for this firm which are greater than 60 days past due
- Evidence of open suits, liens or judgments in the D&B files
- Company age or control date in D&B file indicates lower risk

Indications of slowness can be the result of disputes over merchandise, skipped invoices, etc



IMPROVING

Payment Performance Trend

The payment performance for this company is Improving. This payment activity reflects the most recent information in D&B's files.

- Payments currently: 14 days beyond terms
- Payments 3 months ago: 21 days beyond terms
- Industry average: 15 days beyond terms

*Note: Payments to suppliers are averaged weighted by dollar amounts.

Company Profile

Chief executive: Jane T. Doe
Type of business: Corporation
Years in business: 20
Annual Sales: \$797,000
Employees here: 9
Employees total: 29

Line of business:
Retail Florist - Retail Dried Flowers - Wholesale
Florists Supplies - Retail Artificial Flowers

Legal Filings and Other Important Information

Bankruptcies: None
Judgments: 1 Open / 1 Closed
Judgment Amounts: \$7600 Open / \$1968 Closed
Liens: None
Suits: None
Negative Payment Experiences: 1
Payments Placed for Collection: None

The public record items reported may have been paid, terminated, vacated or released prior to the date this data is transmitted.

*All credit information reported is for the headquarters only.

This report prepared and provided under the contract for the exclusive use of John Doe, Name of company.
This report may not be reproduced in whole or in part by any means of reproduction.

BANK ONLINE

QuickBooks Online Banking allows you to download transactions directly from your participating financial institution to reduce data entry time and errors. You can also transfer funds online between any two accounts at the same financial institution. With this service, you can immediately see which checks have cleared your accounts and get up-to-date account balances. You can also write checks, pay bills, reconcile accounts and transactions, and transfer funds between accounts at the same financial institution.

If your bank does not offer Online Banking with QuickBooks, you can still pay bills online using QuickBooks Bill Pay. To do this, download transactions and account information from your financial institution. Go to the Online Banking Center and select "Get New QuickStatement" and click "Send." Once you've downloaded your transactions, match them to your records and reconcile your account. You can also write checks or pay bills as you normally would in QuickBooks, and select "Online Bank Payment" and choose the date when you'd like the payment to be delivered (allow up to 4 days to process). Then send your payments from the Online Banking Center within QuickBooks, and the payments will be made by the delivery date.

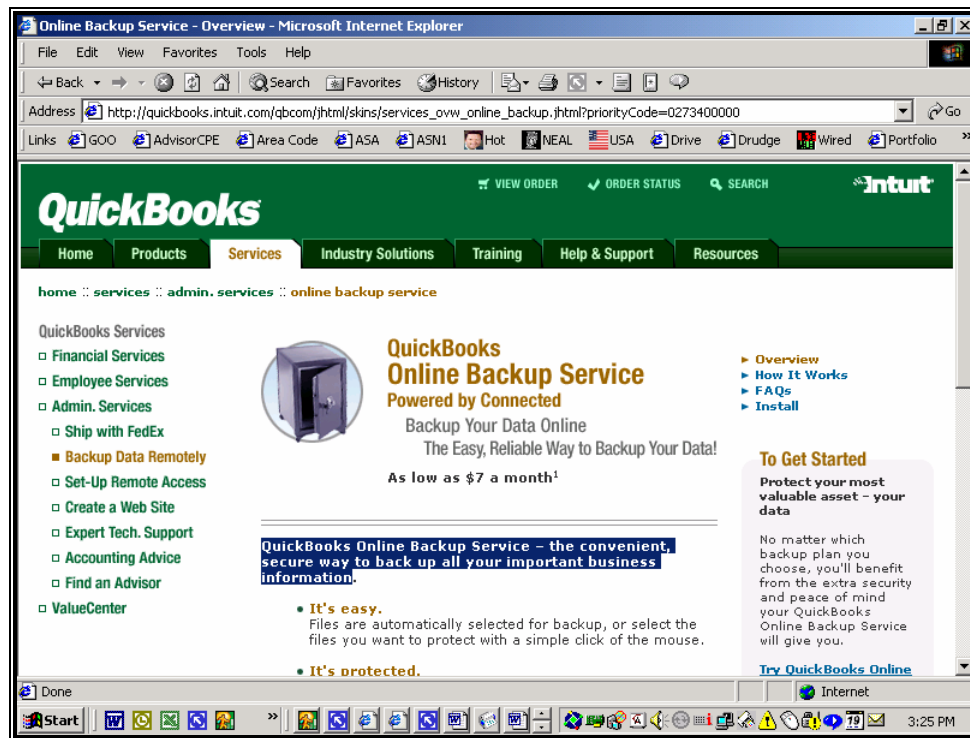
The cost of Online Banking services varies by financial institution. You need a checking account at a bank that offers online banking with QuickBooks, an Internet connection and a version of QuickBooks that supports online banking (QuickBooks version 2000 or higher).

SHIP WITH FEDEX

As a registered QuickBooks user, you qualify for reduced shipping rates from FedEx for U.S. domestic and international services, FedEx Priority Overnight®, FedEx Ground® services for business-to-business shipping, FedEx Standard Overnight®, FedEx 2Day®, FedEx International Priority® and FedEx International Economy® services. These rates may or may not be lower than your own discounted rates. Savings do not include FedEx SameDay® or FedEx First Overnight® services.

Most importantly, you can prepare and print your shipping labels from QuickBooks 2003, using your customer list. To get started, call 1-888-411-5174 or sign up online. If you already have an existing FedEx account, you can continue to ship as you always have. Your discount will be automatically figured into your bill.

BACKUP DATA REMOTELY



With QuickBooks Online Backup Service, files are compressed, encrypted, securely transferred across the Internet, and stored at mirrored off-site data centers managed by Connected TLM software - based in Framingham, Massachusetts. You schedule the days and times for your backups to occur, and thereafter, the backups are performed automatically. The cost is about \$7 a month, based on an annual subscription at \$79.95. This service supports backups up to 100 MB. You may select up to 100 MB of additional files for \$99.95 a year. The Premium Data Backup plan protects all your PC data files, up to 4 GB, for \$14.95/month. The Premium Plus System Backup will back up all your data files and software applications, up to 10 GB, for \$19.95/month.

The initial data backup usually takes the longest time (Approximately 15 minutes). Subsequent backups will scan your files for any changes, and only the incremental changes will be transferred. Triple DES encryption (112-bit) is an advanced encryption standard used by many banks, as well as the United States government. The service includes PC Heal which claims to provide the ability to "heal" your PC and repair damaged configurations.

To get started, select your backup plan and download a small software file via the Internet. A 2MB file will be downloaded to your hard drive to enable the service. Run this file to install the software and follow the prompts to register for the service. Downloading this file will take approximately 10-15 minutes using a 56K modem. As an alternative, you can also install from your QuickBooks 2002 or 2003 CD. Click to get step-by-step instructions on how to select your backup plan and install the software from your QuickBooks 2002 and 2003 CD.

Your files are automatically backed up according to the days and times you've selected. As a subscriber to the QuickBooks Online Backup Service, you may also manually start an online backup of your files at any time, from the QuickBooks Back Up menu option. You can retrieve your backup files anytime, anywhere, from any computer that has Windows installed and an Internet connection. To do this, log in to the data center Web site with your account number and encryption key, select the files you want to retrieve, and download over the Internet to your computer.

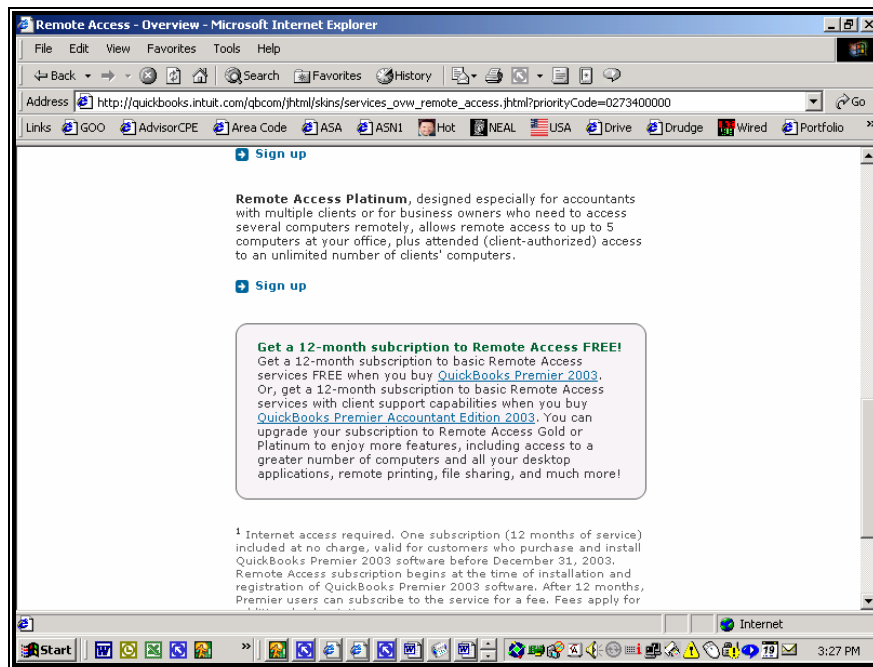
You may back up your data as often as you like. To restore files, from the QuickBooks 2002 "File" drop-down menu select "Restore" and then "Online." Click "Restore" and the backup software will display the home page for your account. Choose the "Retrieve" tab and your previously backed up files will be displayed.

SET-UP REMOTE ACCESS



QuickBooks Remote Access, is powered by WebEx, and it allows you to access your QuickBooks files from any Internet-connected remote PC. There is no need to drive to the office and no need to copy files. Thereafter you can use QuickBooks exactly like you do at the office from your remote location. All your work is saved to your QuickBooks file. There are no duplicate files. Additionally, there is no need to be running QuickBooks at your office. As long as your office PC is on and connected to the Internet, you can access QuickBooks – or any application installed on your office PC – through your remote PC's Web browser.

Your connection is protected by encryption and security technology that is used by banks and online trading firms. Only people you authorize will be able to access your QuickBooks Enterprise Solutions file using your I.D. and password. The Remote Access Gold gives you, and those you authorize, remote access to your company's QuickBooks files and all your other desktop applications, while the Remote Access Platinum plan is designed especially for accountants with multiple clients or for business owners who need to access several computers remotely. The Platinum plan allows remote access to up to 5 computers at your office, plus attended (client-authorized) access to an unlimited number of clients' computers.



To get started with Remote Access, QuickBooks Premier automatically installed the Remote Access application on your office PC when you installed QuickBooks. All you need to do is sign up for service and visit the Remote Access registration site to set up a user I.D. and password. Your office PC needs to be turned on and connected to the Internet, but the QuickBooks application does not have to be open.

The Price is \$14.95/month for the Gold plan, and \$29.95/month for the Platinum plan. This service works with all QuickBooks products and versions as well as any other application or file. To access a remote computer you must go to a specific URL that is given to you when you sign-up for Remote Access. QuickBooks software does not need to be installed on the remote computer. You gain access through the Web browser on the computer where you are physically located.

CREATE A WEB SITE



The QuickBooks Web Site Solution is provided by Verisign and is designed to help you design, launch, and host a beginner web site. The service includes a web site address with matching e-mail as well as web hosting. The web site manager tool guides you through a wizard driven design process that allows you to set up a 5-page Web site. You can add photos and graphics. No special programming or Internet software is required. Prices start at \$19.95/month for a custom 5-page web site with a personalized web address, matching e-mail, site hosting, and editing tools.

This solution is not integrated with the QuickBooks data. The web site options provided by Peachtree are far superior and are priced at \$0 for a basic web site to \$50 per month for an integrated web store. The web site solutions offered by BusinessVision 32 (\$99 per month) and ACCPAC Advantage (\$300 per month) are far superior and highly recommended.

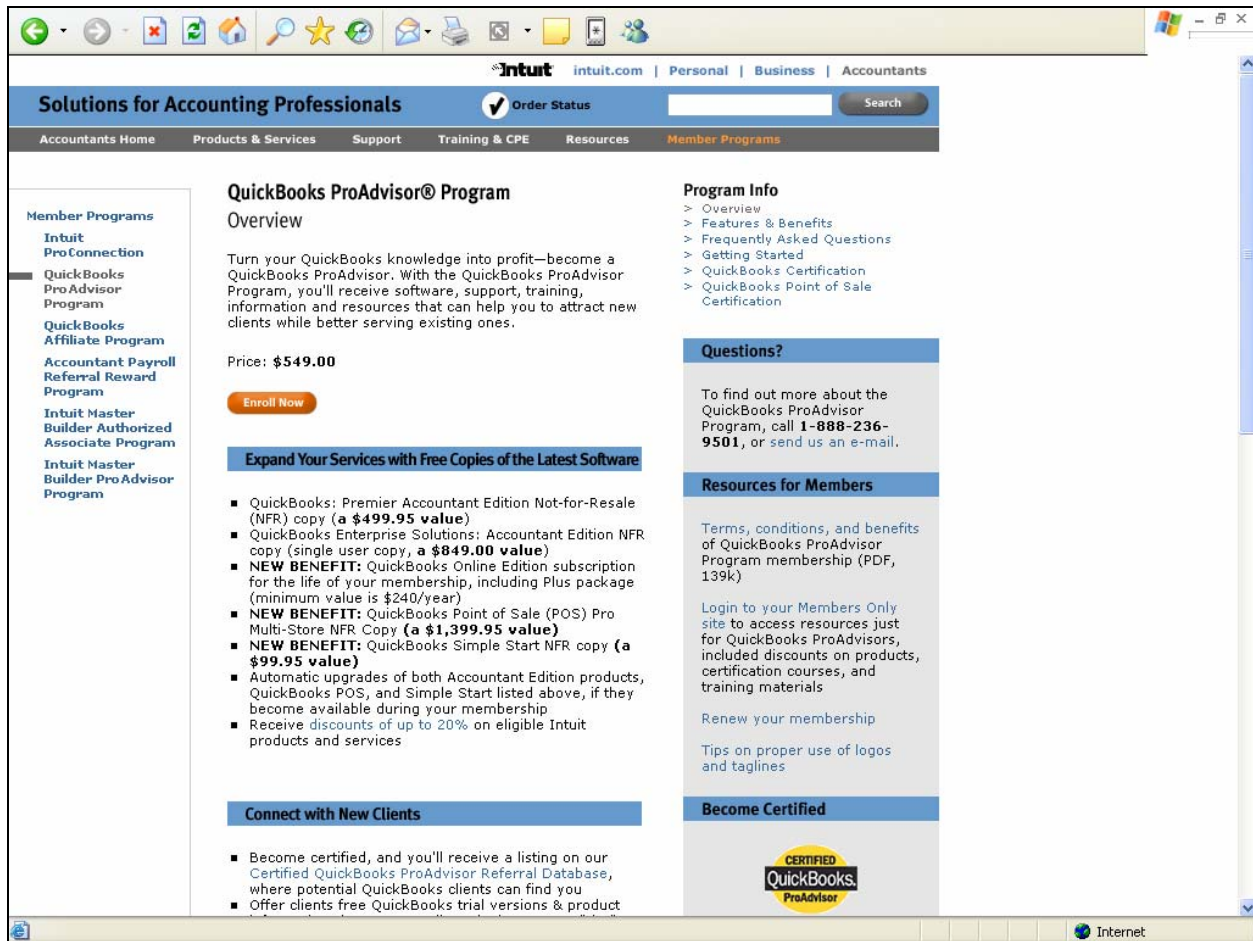
If you prefer, you can use an existing Web Address. If you choose to use an existing domain name you will continue to be billed for the registration of your domain name by your domain name provider. You will have one e-mail box, and up to 4 e-mail addresses, with your 5-page Web site subscription. If you choose the 10-page Web site subscription, you get 3 e-mail boxes, and up to 4 e-mail Addresses with each e-mail box. All e-mail boxes are configured through Website Manager. You can add Web pages in 5-page increments (5-page packs) and additional e-mail boxes after your purchase using Website Manager.



THE QUICKBOOKS ADVISOR PROGRAM

CHAPTER 22

BECOME A QUICKBOOKS ADVISOR



CPAs and professionals can enroll to become a Certified QuickBooks ProAdvisor and have their name listed in QuickBooks Advisor referral database.

The program costs \$549 and as a Certified QuickBooks ProAdvisor:

- Your name can appear in the QuickBooks Advisor referral database
- You will receive special Alerts, Newsletters and reference materials
- You will receive priority technical support
- You will have access to informative webcasts
- You will receive training guides
- You will receive trial versions
- You will receive a copy of QuickBooks Premier: Accountant Edition

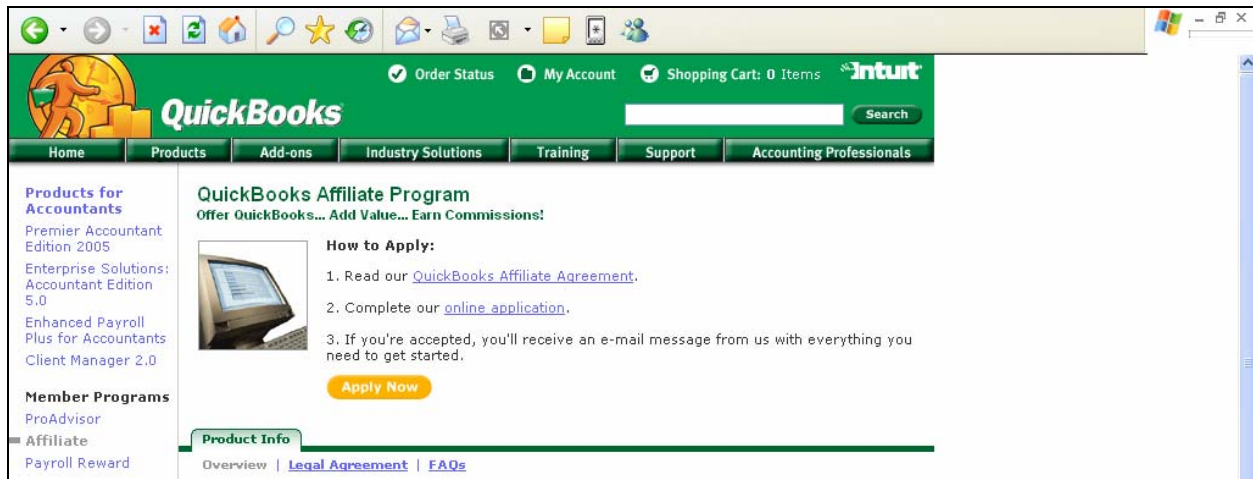
Once you complete Certification, you are eligible to receive 16 CPE credits, and are authorized to use the Certified QuickBooks ProAdvisor logo.



THE QUICKBOOKS AFFILIATE PROGRAM

CHAPTER 23

THE QUICKBOOKS AFFILIATE PROGRAM



The QuickBooks Affiliate Program allows you to make money by referring customers to the Intuit web site where QuickBooks offers several affiliate programs that may be useful to you or your clients. CPAs can offer QuickBooks these to their customers, and earn commissions up to 5% on QuickBooks sales originating from your Web site. Intuit does most of the work - Intuit does all the difficult work of taking orders, shipping products and handling customer service. Anyone can apply to the program, as long as they have a web site. Next, you place links on your site and every time you refer a customer to Intuit through your site and that customer makes a purchase, you earn a commission. To get started, you must read and accept the terms and conditions of the QuickBooks Affiliate Agreement, and fill out the simple online application. There is no cost to apply or participate in this program.



QUICKBOOKS MANUAL SUPPLEMENT

SUPPLEMENT TOPICS INCLUDE:

QuickBooks: Premier Edition 2005
QuickBooks Client Manager
QuickBooks Financial Statement Reporter
QuickBooks Premier - Professional Services Edition
Add-On Software

QUICKBOOKS: PREMIER EDITION 2005

CASH FLOW PROJECTOR

Cash Flow Projector helps to predict cash flow for six weeks, using the QuickBooks data and your answers to simple questions. View projected "available to spend" weekly cash balances in a printable report. "What if?" scenarios show how making changes to receipts and disbursements could affect weekly cash balances.

FIXED ASSET TRACKER

The Fixed Asset Tracker helps to keep track of basic information and depreciate for tax purposes of fixed assets, such as equipment, trucks, cash registers, and computers. Track details such as asset name, serial number, acquisition date, and disposal date and use it to calculate depreciation and tax benefits.

SET "PER ITEM" PRICE LEVELS

More flexible price levels allow users to set the exact prices you want to charge each customer for each item you sell.

MANAGE ADDRESSES MORE EASILY

Quickly and easily copy and paste entire addresses, rather than having to cut, copy, and paste just one line at a time. Export address lists more easily to Microsoft® Excel, since each line of the address exports to a different column.

RECONCILE AND "UNDO" A RECONCILE

Undo a previous reconcile in one click. Customize the layout of the reconcile screen, and an improved reconcile discrepancy report shows changes and deletions made to previously reconciled transactions.

TIME TRACKING

Gives an alert when creating an invoice where there is any outstanding time or expenses, to help avoid under-billing. Plus bring over both item descriptions and notes to invoices, so customers can clearly see what you are billing them for.

INDUSTRY SPECIFIC EDITIONS OF QUICKBOOKS

QuickBooks Premier is available in many new industry-specific editions that offer specialized tools and features unique to each industry.

FIXED ASSET MANAGER

Manages fixed assets from acquisition to disposition with fewer spreadsheets. With Fixed Asset Manager, enter fixed assets, calculate depreciation, and print reports. Enter asset purchases, or import a clients' Fixed Asset List. Compute depreciation for up to six asset bases including federal, state, book, and AMT. Compute Section 179 expense and luxury auto calculations. Project depreciation can be applied for the life of the asset. Automatically create journal entries for depreciation, as well as gains and losses from asset sales. Print 20 different reports, including asset schedules by General Ledger Account, location, and category. Also, print tax worksheets for Forms 4562 and 4797.

CALCULATE, ALLOCATE, AND TRACK LOANS IN ONE PLACE

Track all clients' loans in one place with Loan Manager. Create and manage loan amortization schedules. Compute "what if" scenarios to help clients make better financial decisions about the loans and lines of credit that are right for them. Allocate the loan payment between principal and interest, and track the allocation over the life of the loan.

SAVE REPORTS AND FORMS AS PDFs, AND E-MAIL THEM DIRECTLY FROM QUICKBOOKS

Save professional looking reports and forms as PDFs, this will provide a convenient archive of prior reports such as bank reconciliations, trial balances, and ledgers. E-mail forms and reports as well — directly from QuickBooks, making it easier to communicate with clients.

TRACK ADJUSTMENTS WITH ADJUSTING ENTRY FEATURE AND ADJUSTED TRIAL BALANCE REPORT

Save time when tracking adjusted journal entries. Use the new Adjusting Entry feature in the journal entry screen to record Adjusting Entries to clients' original balances. View clients' original balances, your adjustments, and the final adjusted balances in the Adjusted Trial Balance report. Print all Adjusting Entries made during a specified period with the Adjusting Journal Entry report.

INTEGRATION WITH PROFESSIONAL TAX SOFTWARE

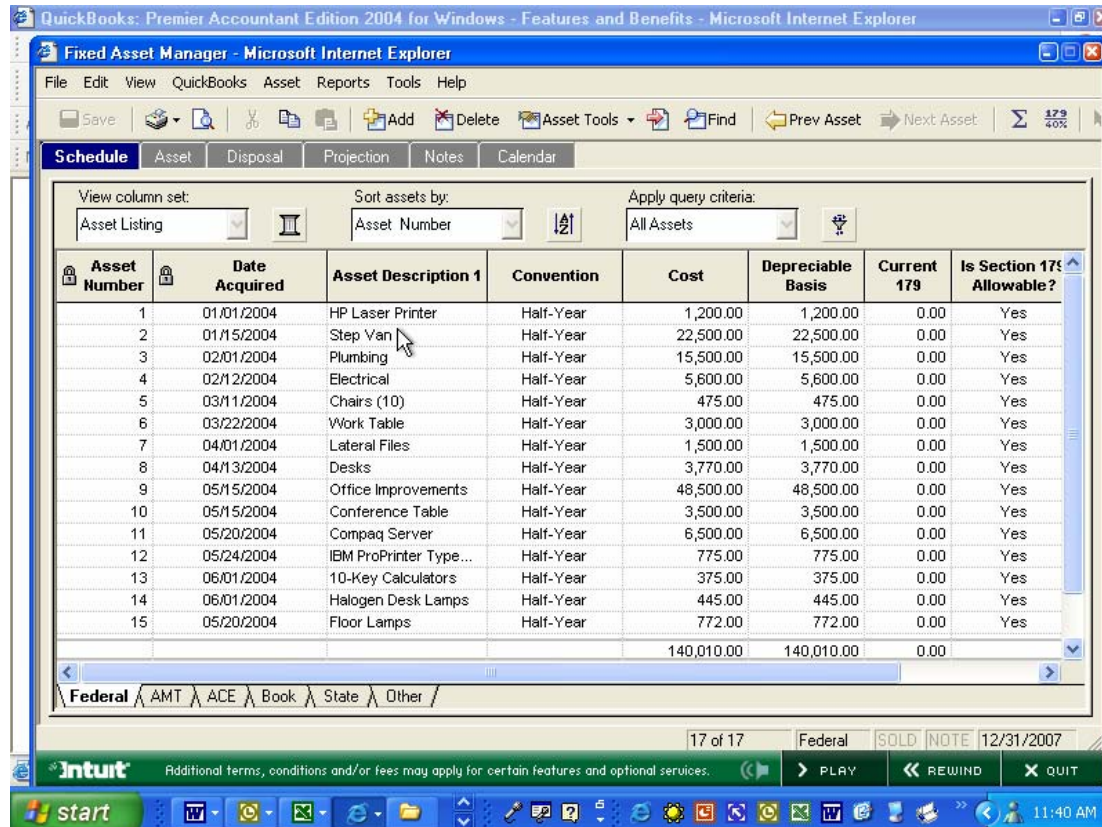
Integration with Intuit professional tax offerings makes it easier to be more accurate. Export General Ledger balances to Lacerte® or ProSeries® tax software. Lacerte and ProSeries software sold separately.

QuickBooks Accountant Edition 2005 includes the reports and features of all industry-specific Premier editions plus the features of Basic, Pro, and Premier 2005. Accountant Edition 2005 facilitates the manipulation of clients' files, no matter which QuickBooks 2005 financial software products the clients use.

MANAGE FIXED ASSETS FROM ACQUISITION TO DISPOSITION WITH INTEGRATED FIXED ASSET MANAGER

Manage fixed assets with fewer spreadsheets directly from QuickBooks. With the new full-featured Fixed Asset Manager, fixed assets can be easily entered, depreciation calculated, and reports printed. Enter asset purchases, or easily import a clients' Fixed Asset List.

- Depreciation can be calculated for up to six asset bases including federal, state, book, and AMT.
- Compute Section 179 expense and luxury auto calculations.
- Project depreciation can be determined for the life of the asset.
- Automatically create journal entries for depreciation, as well as gains and losses from asset sales.
- Print 20 different reports, including asset schedules by General Ledger Account, location, and category.
- Tax worksheets for Forms 4562 and 4797 can also be printed.



QuickBooks: Premier Accountant Edition 2004 for Windows - Features and Benefits - Microsoft Internet Explorer

Fixed Asset Manager - Microsoft Internet Explorer

File Edit View QuickBooks Asset Reports Tools Help

Save Add Delete Asset Tools Find Prev Asset Next Asset 179 40%

Schedule Asset Disposal Projection Notes Calendar

View column set: Asset Listing Sort assets by: Asset Number Apply query criteria: All Assets

Asset Number	Date Acquired	Asset Description 1	Convention	Cost	Depreciable Basis	Current 179	Is Section 179 Allowable?
1	01/01/2004	HP Laser Printer	Half-Year	1,200.00	1,200.00	0.00	Yes
2	01/15/2004	Step Van	Half-Year	22,500.00	22,500.00	0.00	Yes
3	02/01/2004	Plumbing	Half-Year	15,500.00	15,500.00	0.00	Yes
4	02/12/2004	Electrical	Half-Year	5,600.00	5,600.00	0.00	Yes
5	03/11/2004	Chairs (10)	Half-Year	475.00	475.00	0.00	Yes
6	03/22/2004	Work Table	Half-Year	3,000.00	3,000.00	0.00	Yes
7	04/01/2004	Lateral Files	Half-Year	1,500.00	1,500.00	0.00	Yes
8	04/13/2004	Desks	Half-Year	3,770.00	3,770.00	0.00	Yes
9	05/15/2004	Office Improvements	Half-Year	48,500.00	48,500.00	0.00	Yes
10	05/15/2004	Conference Table	Half-Year	3,500.00	3,500.00	0.00	Yes
11	05/20/2004	Compaq Server	Half-Year	6,500.00	6,500.00	0.00	Yes
12	05/24/2004	IBM ProPrinter Type...	Half-Year	775.00	775.00	0.00	Yes
13	06/01/2004	10-Key Calculators	Half-Year	375.00	375.00	0.00	Yes
14	06/01/2004	Halogen Desk Lamps	Half-Year	445.00	445.00	0.00	Yes
15	05/20/2004	Floor Lamps	Half-Year	772.00	772.00	0.00	Yes
				140,010.00	140,010.00	0.00	

Federal AMT ACE Book State Other

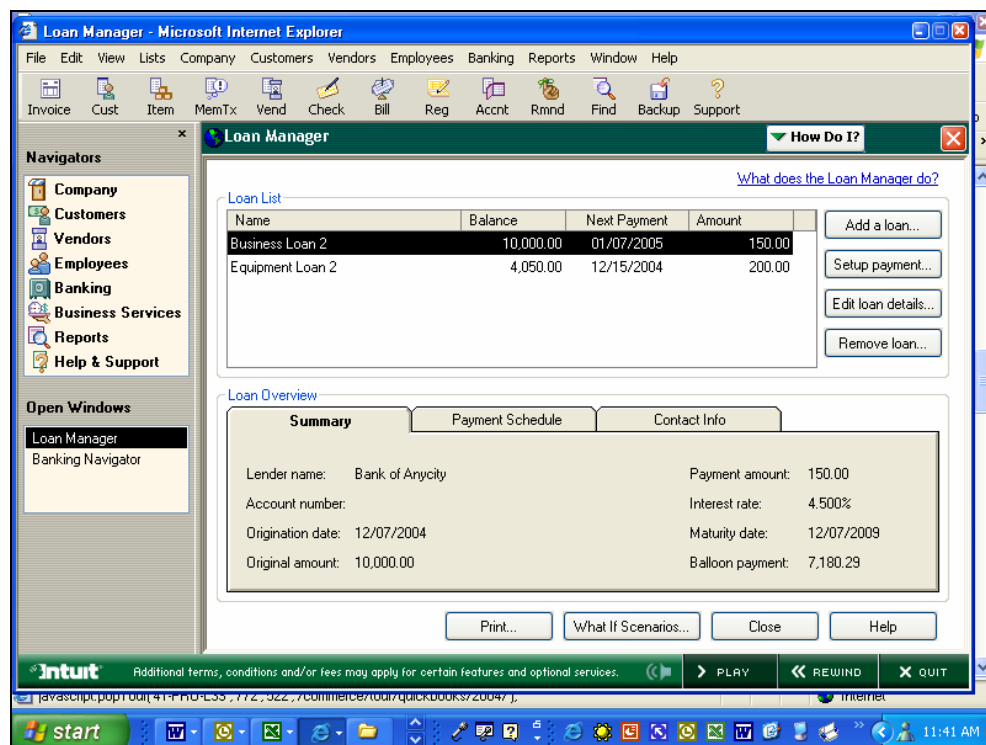
17 of 17 Federal SOLD NOTE 12/31/2007

Intuit Additional terms, conditions and/or fees may apply for certain features and optional services. PLAY REWIND QUIT

start W E F D I S H T U V 11:40 AM

CALCULATE, ALLOCATE, AND TRACK LOANS WITH LOAN MANAGER

Track clients' loans in one place. Fewer spreadsheets will be needed with the new Loan Manager. Create and manage loan amortization schedules. Compute "what if" scenarios to help clients make better financial decisions about which loans and lines of credit are right for them. Allocate the loan payment between principal and interest, and track the allocation over the life of the loan.

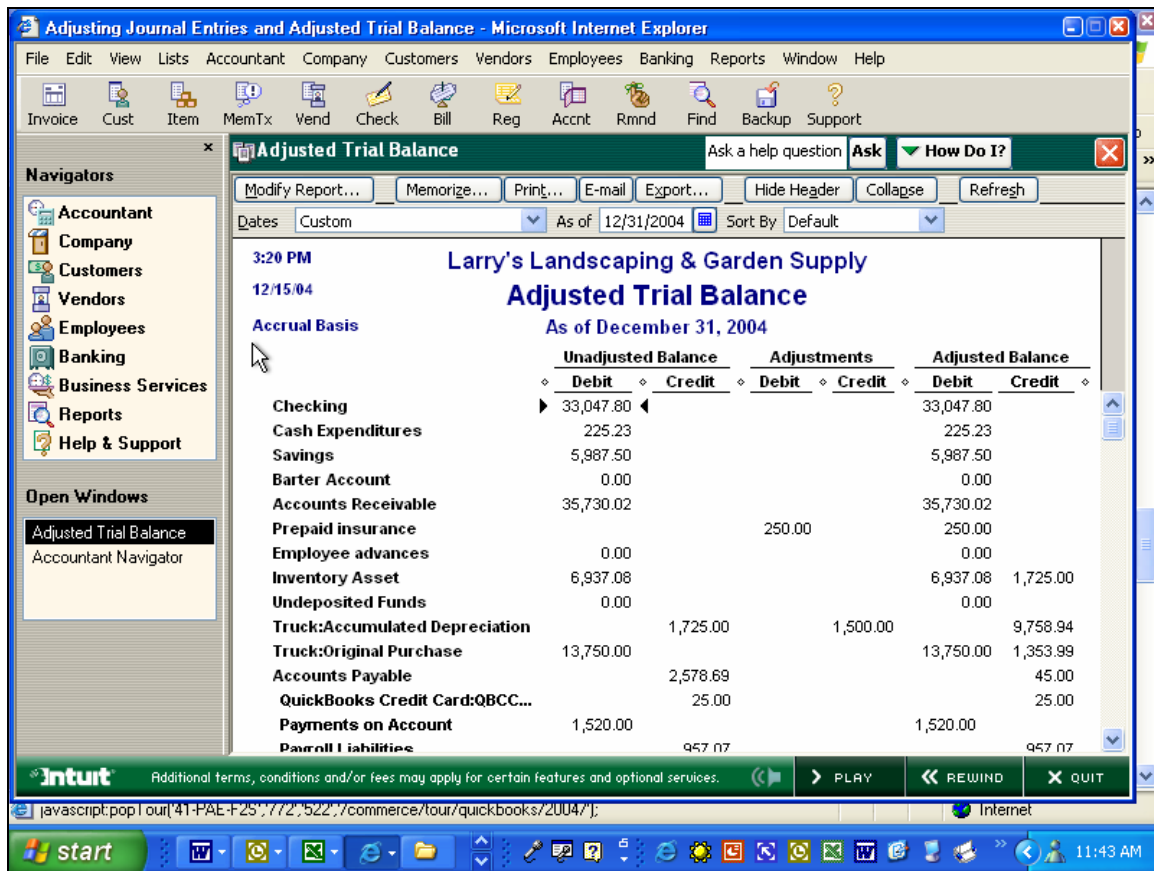


WORK ON CLIENTS' FILES FROM ANYWHERE WITH REMOTE ACCESS

Data reviewing and inputting can be utilized without being tied to your desk. Work on clients' files from the Internet, and access files without exchanging disks or driving to a clients' offices. Remote access powered by WebEx™ is easy to use and protected. One 12-month basic subscription for remote access is included with Accountant Edition 2005 — valued at approximately \$300.

TRACK ADJUSTMENTS WITH ADJUSTING ENTRY FEATURE AND ADJUSTED TRIAL BALANCE REPORT

Save time when tracking adjusted journal entries. Use the new Adjusting Entry feature in the journal entry screen to record Adjusting Entries to clients' original balances. View a clients' original balances, your adjustments, and the final adjusted balances in the Adjusted Trial Balance report. Print all Adjusting Entries made during a specified period with the Adjusting Journal Entry report.



IMPROVED RECONCILIATION TROUBLESHOOTING

The Reconcile Discrepancy report provides a means for searching of deleted and changed transactions to previously cleared transactions. Quickly identify transactions that have been changed since the last bank reconciliation, so it's easier to correct them. If there are significant discrepancies, the application allows for an undo of the previous reconciliation. It is also possible to save PDFs of prior reconciliation reports.

PREVENT PRIOR PERIOD CHANGES

Keep prior periods closed by password-protecting closing dates. Simply select the closing date, such as the end of a period or the end of the fiscal year, in a client's file. Then set a closing-date password to prevent changes to a closed period. View changes made before the password-protected closing date in a convenient report.

INTEGRATION WITH PROFESSIONAL TAX SOFTWARE

Integration with Intuit professional tax offerings makes it easier to be more accurate. Export General Ledger balances to Lacerte® or ProSeries® tax software. Lacerte and ProSeries software sold separately.

QUICKBOOKS CLIENT MANAGER

\$249.00

AVOID ENTERING DATA TWICE

Reduce time-consuming double entry with the integration of QuickBooks financial software, Lacerte® and ProSeries® tax software, and Microsoft Outlook software programs. Client Manager can synchronize contact information among these programs and help eliminate redundant data entry. One central system reduces the risk of inaccurate data across multiple sources.

WORK FASTER WITH ONE CLICK ACCESS

Provides one-click access to some of the tools currently being used and the client information stored, so new software can be implemented without changing job procedures. Jump instantly to Lacerte and ProSeries tax returns or transaction detail in QuickBooks. Launch a Microsoft Outlook e-mail or Microsoft Word letter to a client.

ORGANIZE CLIENT INFORMATION

View critical client information from one main screen. Quickly gain access to contact information, client history, ProSeries® and Lacerte® tax returns, recent QuickBooks transactions, linked documents, projects, appointments, and to-do's — from one screen.

ATTACH FILES TO CLIENT RECORDS

Attach relevant document files such as tax returns, letters, faxes, e-mail messages, and spreadsheets to client records.

VIEW AND TRACK RECENT COMMUNICATIONS HISTORY

Save client interactions and review them from a single screen — including notes, e-mail messages, letters, appointments, and more.

CUSTOMIZE DATA FIELDS, ORGANIZE CLIENT DATA, AND STORE MULTIPLE FORMS OF CONTACT INFORMATION

Create an unlimited number of custom fields to record and track information. Organize clients by groups and categories, and filter and sort client lists, to-do lists, project lists, or communications history. Store up to 10 different addresses, phone numbers, and e-mail addresses per contact.

EASILY SET UP, LEARN, AND USE WITH STARTUP WIZARD

Import data with the Startup Wizard so the application can be up and running in less than 30 minutes. Choose the application you want to pull data from, and the type of data, such as Microsoft® Outlook e-mails, Lacerte® and ProSeries® tax returns, and QuickBooks financial transactions. On-screen help is available. The program also includes an intuitive design, including text links and back buttons.

MANAGE CLIENT RELATIONSHIPS

Schedule appointments and link them to specific clients to facilitate follow through. Track project information, such as files and notes. Link clients and other contact types, such as vendors, to projects for quick reference. Set pop-up alerts for to-do's and appointments so that entered engagements don't slip through the cracks. Track critical information about clients, referrals, associations, projects, and more.

GROW YOUR PRACTICE

QuickBooks Client Manager enhances client service — which can drive more revenue and grow your practice.

Software sold separately. QuickBooks Client Manager will synchronize with QuickBooks Basic 2003 - 2005, QuickBooks Pro 2003 - 2005, and QuickBooks Premier 2003 - 2005, Lacerte® tax software 2003, ProSeries® tax software 2003, Microsoft Outlook 2000, 2002, Microsoft Outlook Express 5.5 and 6.0, and Microsoft Word 97, 2000, and 2002. Apply the appropriate Client Manager update in order to enable 2003 tax software integration, which is available free-of-charge. Client Manager will also import data from Lacerte tax software 2002 and ProSeries tax software 2002. Other applications, such as Microsoft Access and Microsoft Excel, may be imported using a CSV (comma separated value) file format.

Client Manager is a stand-alone desktop software package that also works with QuickBooks financial software, as well as Lacerte® and ProSeries® tax software, Microsoft Outlook® and Microsoft Outlook Express messaging software.

Client Manager can be set up easily and in less than 30 minutes the data can be imported with Client Manager up and running. Plus, on-screen help on most pages makes it a quick and easy program to learn and use.

One screen access gives a comprehensive view of files and notes on one screen, data can be managed and tracked efficiently, respond to client questions faster, and get more detailed information at the touch of a key. The critical client data is accessible from just one screen.

Client Manager is integrated with some of the applications currently use, new programs can be utilized without changing current business operations. Client Manager synchronizes with Microsoft Outlook software and provides one-click access to the information contained in it.

Client Manager will synchronize with QuickBooks Basic, QuickBooks Pro, and QuickBooks Premier 2003 - 2005, Lacerte® tax software 2003, ProSeries® tax software 2003, Microsoft Outlook 2000 and Outlook 2002, Microsoft Outlook Express 5.5 and Express 6.0, and Microsoft Word 97, Word 2000, and Word 2002.

Data can be imported from all of the above and ProSeries and Lacerte tax software 2002. Other databases are acceptable, such as Microsoft Excel, Microsoft Access, or Quicken® software, require formats capable of exporting CSV (comma-separated values), or text data files.

One screen can be used to view contact information and client history almost instantly. Plus, the application provides the ability to connect to linked documents, projects, tax returns, appointments and to-do's all on a single screen.

Client Manager features intuitive designs such as text links and back buttons, similar to those found on Web sites. Questions can be answered via Client Manager's on-screen help.

QUICKBOOKS CUSTOMER MANAGER

\$79.95

Customer Manager is a powerful customer information system that works with QuickBooks to help organize business-critical customer data more efficiently, intelligently, and profitably.

STRENGTHEN CUSTOMER RELATIONSHIPS BY HAVING INSTANT ACCESS TO CRITICAL INFORMATION

QuickBooks Customer Manager consolidates all the customer information into one system. This stand-alone software works with or without QuickBooks and Microsoft® Outlook.

Track critical information concerning customers, clients, donors, suppliers, contractors, referrals, associations, projects, sales leads, and more.

FIND KEY CUSTOMER DATA IN ONE EASY CLICK

View contact information, customer history, recent QuickBooks transactions, linked documents, projects, appointments, and to-do's all on a single screen. Track customer projects and relationships. Store multiple forms of customer information. Attach files, such as letters, faxes, e-mail messages, and spreadsheets, to customer records.

STRENGTHEN CUSTOMER RELATIONSHIPS

One-click access to key customer data allows for quick responses to customers without making them wait while systems are being switched, or manually sorting through paper files.

GROW YOUR BUSINESS

Customer Manager gives you the tools to serve your customers even better.

BE MORE PRODUCTIVE

Provides seamless integration with QuickBooks, Microsoft® Outlook and Microsoft® Outlook Express so that data doesn't have to be entered twice. One central system maintains key customer information and ensures that it is both accurate and up to date.

- Attach relevant document files such as letters, faxes, e-mail messages, and spreadsheets to customer records.
- Save and review all customer interactions from a single screen — including notes, e-mail messages, letters, appointments, and more.
- Create custom fields to record and track information.
- Organize contacts by groups and categories. Filter and sort contact lists, to-do lists, project lists, or communications history.

Communicate with customers with one click by launching an e-mail message or Microsoft® Word letter. Or set-up automated e-mail communications for thank-you notes, "keep-in-touch" messages, electronic birthday cards, and more.

SET-UP, LEARN, AND USE WITH STARTUP WIZARD

Be up and running in about 30 minutes by importing data with the Startup Wizard. Onscreen help provides answers to questions quickly. Find frequently asked questions on every page. Plus, the program includes an intuitive design, including text links and back buttons.

Customer Manager organizes customer data. Schedule and link appointments to ensure you follow through with customers.

Store multiple forms of contact information: Store up to 10 different addresses, phone numbers, and e-mail addresses per contact.

Track customer projects: Keep all information about a project, such as files and notes, together on one screen. Link customers and other contacts, such as vendors and contractors, to projects for quick reference.

Keep on top of appointments or important tasks by utilizing pop-up alerts for important to-dos and appointments.

Integrates with QuickBooks Financial Software, Microsoft® Outlook, and Microsoft® Outlook Express. Use Customer Manager to view and schedule appointments in Microsoft® Outlook, or to view customer-specific transactions, records, or reports in QuickBooks Financial Software.

Customer Manager is a stand-alone desktop software package that also works with QuickBooks, Microsoft® Outlook and Microsoft® Outlook Express.

Customer Manager set up is easy and in about 30 minutes data can be imported and Customer Manager up and running. On-screen help on every page makes Customer Manager easy to learn and use.

Customer Manager integrates with Microsoft® Outlook and Microsoft® Outlook Express so business processes can remain the same. Customer Manager synchronizes with Microsoft® Outlook and Microsoft® Outlook Express and provides one-click access to information.

Customer Manager will synchronize with QuickBooks Basic, Pro, and Premier 2003 - 2005, Microsoft® Outlook 2000 and 2002 and Microsoft® Outlook Express 5.5 and 6.0.

Data can also be imported from other programs, such as Microsoft® Excel, Microsoft® Access, or Quicken, that allow for exporting in the CSV (comma-separated values) or text data file format.

QUICKBOOKS FINANCIAL STATEMENT REPORTER

QuickBooks Financial Statement Reporter gives accountants the flexibility to quickly create professional-looking financial statements — all from within QuickBooks: Premier Accountant Edition.

1 User - Full-version CD-ROM \$319.95

5-Pack - Full version, 5 CD-ROMs \$1,115.95

SELECT FROM OVER 20 REPORT LAYOUTS

Select from over 20 financial statement layouts, including balance sheets, income statements, cash flow statements, and comparative and trend financial reports. Automatically pull in data from your clients' QuickBooks 2003 – 2005 financial files.

SUPPORTING DOCUMENTS

- Title Page
- Compilation
- Review
- Audit

BALANCE SHEETS

- Current Year
- Current Year Two Column
- Current Year with %
- Current/Prior Year
- Current/Prior Year with %
- Current/Prior Year with Variance
- Current/Prior Year with Variance and %

INCOME STATEMENTS

- Current Period
- Current Period with %
- Current Period/Year
- Current Period/Year with %
- Current/Prior Period
- Current/Prior Period with %
- Current/Prior Period and Current/Prior Year
- Current/Prior Period and Current/Prior Year with %
- Current/Prior Period with Variance and
- 12 Months of Fiscal Year
- Most Recent 12 Months
- 4 Quarters of Fiscal Year
- Most Recent 4 Quarters

STATEMENTS OF CASH FLOWS

Current Period
Current Period/Year
Current/Prior Period

CREATE SUPPORTING DOCUMENTATION — ALL WITHIN QUICKBOOKS

Use the built-in word processor to create supporting documentation to accompany financial statements. Create notes, title pages, and engagement letters. Select from a list of standard compilation, review, and audit templates that automatically fill in company and client information. Print supporting documentation as-is, customize, or start from scratch.

EDIT FINANCIAL STATEMENTS PER CLIENT

Eliminate double-data entry by customizing financial statements from within QuickBooks. Customize section and column headers; customize the footer and add up to three lines of text and change the positioning; easily change the column alignments, column widths, and fonts; and control indentations.

EXPAND AND COLLAPSE ACCOUNT GROUPS

QuickBooks Financial Statement Reporter provides control over how much detail to show. Show the detail by collapsing or expanding individual account groups. Re-order accounts within account groups, or move accounts into different account groups for financial statement purposes only. Easily create a supporting schedule of any collapsed account group.

MEMORIZE CLIENTS' FINANCIAL STATEMENTS AND UPDATE IN SECONDS

Save customized financial statements and produce a complete set of updated financials in seconds by selecting a new statement date. Automatically update financial statements, all title pages, notes, and letters.

CHANGE QUICKBOOKS DATA AND ALL STATEMENTS UPDATE AUTOMATICALLY

Financial Statement Reporter is integrated with QuickBooks: Premier Accountant Edition or QuickBooks Enterprise Solutions, so the data in financial statements is "live." Make a change in the QuickBooks data and all statements update automatically. The QuickZoom® feature allows you to jump directly from an amount on the financial statement to the source data in the QuickBooks file. Edit the amount, and the statement is instantly updated.

PRINT DOCUMENTS IN THE CORRECT ORDER

Choose the print order of documents, from opinion pages to financials. Automatically number pages. Use "smart" page breaks to keep sections together.

QUICKBOOKS PREMIER PROFESSIONAL SERVICES EDITION

QuickBooks: Premier Professional Services Edition is specifically designed to support the needs of professional services firms

Full-version CD-ROM \$499.95

Upgrade CD-ROM \$379.95

5-User Value Pack:

Full-version CD-ROM \$1,499.95

Upgrade CD-ROM \$1,349.95

CUSTOMIZED PROPOSAL AND INVOICE TEMPLATES

New Professional Services invoice templates and a proposal template streamline proposal and invoicing process, while providing a professional look. New invoice templates include Time & Expense, Fixed Fee, Invoice From Proposal, and Attorney's Invoice.

ACCESS KEY WORKFLOWS THROUGH THE PROFESSIONAL SERVICES-SPECIFIC NAVIGATOR

One-click access to the most frequently used features and reports. A new specially designed Professional Services Navigator graphically displays key business tasks.

PROFESSIONAL SERVICES-SPECIFIC SAMPLE FILES

There are four new sample files designed by professional services industry experts to optimize software functionality. The sample files include: Consulting Firm, Law Office, Engineering, Architecture Firm, Graphic Design/Advertising Agency. View the sample file that most closely matches a particular business to learn ways to tailor the system for a business. Use the sample file to try new features without changing the current data file.

ELIMINATE DOUBLE DATA ENTRY

Track time spent on projects and transfer all or part of timesheet and description details to invoices. Select any or all hours from a timesheet, and transfer them to the invoice with a few clicks. No retyping. No manual calculations.

MORE FLEXIBLE BILLING RATES

The Professional Services Edition allows for variable rates to clients and services, and the right rates are automatically applied to the client invoice.

ALERTS HELP TO DETER UNDER BILLING

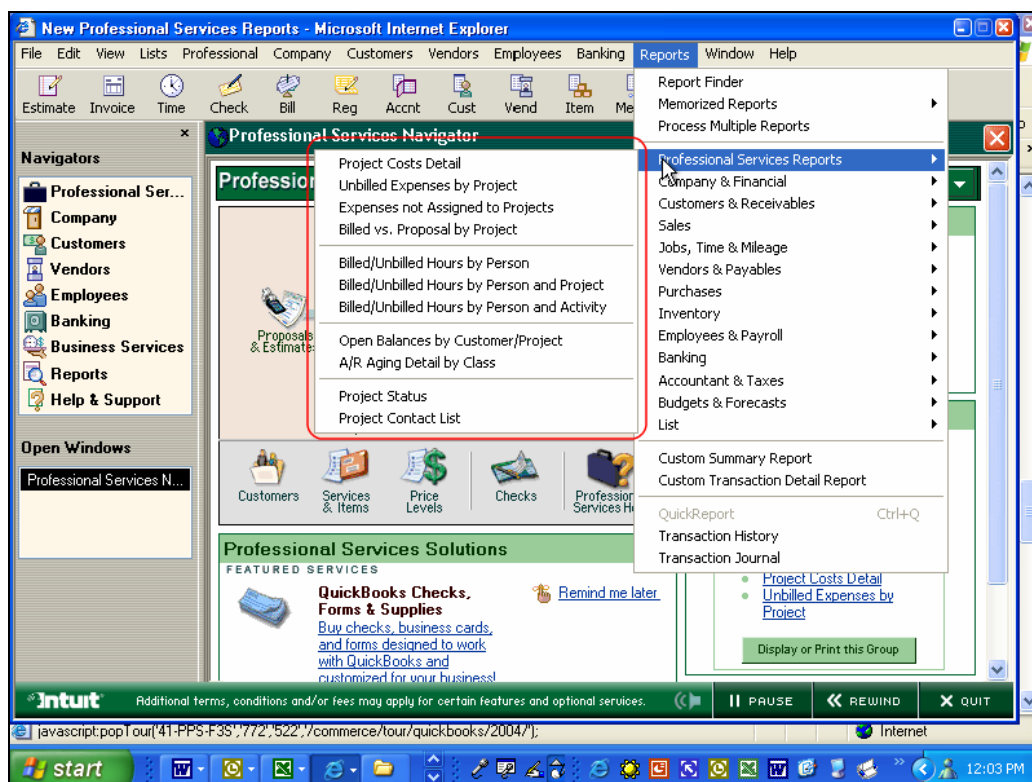
Invoice creation includes an alert if the client or project has unbilled time or expenses. You can review the information and determine what you want to include on the invoice.

SAVE YOUR INVOICES AS PDFs

Invoice completion includes a variety of options; save the invoice, print and mail it, or email it to a client as a PDF. The program provides a method to select the option preferred by the client.

The application also includes 11 new pre-built Professional Services-specific reports help manage business more effectively. The reports provide a means to analyze profitability and accurately track costs with the Project Costs Detail and Unbilled Expenses by Project reports. Users can review billable versus non-billable time with the Billed/Unbilled Hours reports and avoid under billing with Expenses Not Assigned to Projects and Unbilled Expenses by Project reports. Improve project estimating and show remaining revenue on projects with the Billed vs. Proposal by Project report.

The following screens demonstrate some of the reporting functionality:



New Professional Services Reports - Microsoft Internet Explorer

File Edit View Lists Professional Company Customers Vendors Employees Banking Reports Window Help

Estimate Invoice Time Check Bill Reg Acct Cust Vend Item MemTx Rmnd Find Backup Payroll

Unbilled Expenses by Project Ask a help question Ask How Do I?

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates All From To Sort By Default

3:06 PM
12/15/07
LC Consulting, Inc.
Unbilled Expenses by Project
All Transactions

Accrual Basis

Source Name	Type	Date	Num	Memo	Account	Class	Amount
Bayshore Gallery							
Project #07							
Erika Tingey	Check	05/25/...	5123	Mileage re...	Reimburse...	Reimbu...	43.20
Total Project #07							43.20
Total Bayshore Gallery							43.20
Freeman Supply Company							
Project #09							
Erika Tingey	Check	07/25/...	5182	Mileage re...	Reimburse...	Reimbu...	18.00
Total Project #09							18.00
Total Freeman Supply Company							18.00
Karen Peacock & Partners							
Project #04							
Erika Tingey	Check	05/25/...	5123	Mileage re...	Reimburse...	Reimbu...	12.24

Intuit Additional terms, conditions and/or fees may apply for certain features and optional services. PAUSE REWIND QUIT

Page 15 Sec 1 15/15 At 5.6" Ln 3 Col 1 REC TRK EXT OVR 12:03 PM

New Professional Services Reports - Microsoft Internet Explorer

File Edit View Lists Professional Company Customers Vendors Employees Banking Reports Window Help

Estimate Invoice Time Check Bill Reg Acct Cust Vend Item MemTx Rmnd Find Backup Payroll

Time by Name with Billable Status Ask a help question Ask How Do I?

Modify Report... Memorize... Print... E-mail Export... Hide Header Collapse Refresh

Dates Last Month From 11/01/2007 To 11/30/2007 Columns Total only

3:10 PM
12/15/07
LC Consulting, Inc.
Billed/Unbilled Hours by Person
November 2004

	Billed	Unbilled	Not Billable	Nov 04
Deborah Wood	79:00	0:00	125:00	204:00
Jonathan Graham	84:00	0:00	92:00	176:00
Natalie Chapman	80:00	10:00	0:00	90:00
TOTAL	243:00	10:00	217:00	470:00

Intuit Additional terms, conditions and/or fees may apply for certain features and optional services. PAUSE REWIND QUIT

Page 16 Sec 1 16/16 At 5.6" Ln 3 Col 1 REC TRK EXT OVR 12:04 PM

New Professional Services Reports - Microsoft Internet Explorer

File Edit View Lists Professional Company Customers Vendors Employees Banking Reports Window Help

Estimate Invoice Time Check Bill Reg Acct Cust Vend Item MemTx Rmnd Find Backup Payroll

Billed vs. Proposal by Project Ask a help question Ask How Do I?

Modify Report... Memorize... Print... E-mail Export... Hide Header Collage Refresh

Dates All From To Columns Total only

3:12 PM 12/15/07

LC Consulting, Inc.
Billed vs. Proposal by Project
All Transactions

	Proposal Amt.	Billed Amt.	(\$ Diff.	(% Diff.
Wessinger Optometry				
Project #02	16,750.00	16,750.00	0.00	0.0%
Total Wessinger Optometry	16,750.00	16,750.00	0.00	0.0%
Bowden Imaging Systems				
Project #03	15,000.00	12,500.00	-2,500.00	-16.7%
Total Bowden Imaging Systems	15,000.00	12,500.00	-2,500.00	-16.7%
TOTAL	31,750.00	29,250.00	-2,500.00	-7.9%

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Page 17 Sec 1 17/17 At 5.6" Ln 3 Col 1 REC TRK EXT OVR 12:04 PM

New Professional Services Reports - Microsoft Internet Explorer

File Edit View Lists Professional Company Customers Vendors Employees Banking Reports Window Help

Estimate Invoice Time Check Bill Reg Acct Cust Vend Item MemTx Rmnd Find Backup Payroll

Project Status Ask a help question Ask How Do I?

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh Sort By Default

3:05 PM 12/15/07

LC Consulting, Inc.
Project Status
December 15, 2007
Accrual Basis

Customer	Job Status	Start Date	Projected End	End Date
Bayshore Gallery				
Bayshore Gallery:Project #07	Closed	04/01/2007	06/30/2007	06/30/2007
Freeman Supply Company				
Freeman Supply Company:Project ...	Closed	07/01/2007	08/15/2007	08/30/2007
Freeman Supply Company:Project ...	In progress	06/01/2007	02/28/2008	
Jimenez, Carter & Boch				
Jimenez, Carter & Boch:Project #11	Closed	05/15/2007	09/01/2007	09/30/2007
Jimenez, Carter & Boch:Project #13	In progress	09/01/2007	05/15/2008	
Karen Peacock & Partners				
Karen Peacock & Partners:Project ...	Closed	01/01/2007	07/31/2007	07/31/2007
Karen Peacock & Partners:Project ...	Closed	06/01/2007	06/30/2007	06/30/2007
Karen Peacock & Partners:Project ...		07/01/2007	07/30/2007	07/30/2007
Bayshore Chamber of Commerce				
Bayshore Chamber of Commerce:P...	Closed	01/01/2007	06/01/2007	06/01/2007
Bayshore Chamber of Commerce:P...	Pending			
Weeks Health Care				
Weeks Health Care:Project #06	In progress	11/15/2007	02/28/2008	

Intuit Additional terms, conditions and/or fees may apply for certain features and optional services. PAUSE REWIND QUIT

Page 18 Sec 1 18/18 At 5.6" Ln 3 Col 1 REC TRK EXT OVR 12:04 PM

MANAGE RESOURCES AND MONITOR PRODUCTIVITY

View projects at a glance with the Project Status report, which will help manage resources and determine availability for new projects. The program also includes Track Billed and Unbilled

Time by Person, Project, or Activity to get a clear picture of how many hours have been billed to projects and how many hours remain to be billed.

SAVE REPORTS AS PDFs AND E-MAIL THEM TO CLIENTS

Professional Services Edition provides a means to export reports to Excel, save reports as PDFs, and e-mail the reports to your clients.

GET STARTED QUICKLY AND EASILY WITH EASYSTEP® INTERVIEW, NEW STARTER TEMPLATES, AND INDUSTRY EXPERT TIPS

Set up the Professional Services Edition in about an hour by answering a series of questions within the EasyStep® interview process.

INCLUDES SIX NEW STARTER TEMPLATES TO HELP SET UP ACCOUNTING RECORDS

The Professional Services Edition includes six new starter templates, each based on a different type of professional services business. Choose the file that most closely matches a business and QuickBooks automatically sets up the accounting records, including a Professional Services-specific chart of accounts, an item list for services, and pre-built reports. The six new starter templates include: Consulting Firm, Engineering Firm, Architecture Firm, Law Firm, Graphic Design/Advertising Agency, and Interior Design Firm.

OVER 60 INDUSTRY EXPERT TIPS TO SET UP AND USE THE SOFTWARE MOST EFFICIENTLY

More than 60 Industry Expert Tips demonstrate how to get the most out of the financial management software. These tips are easily accessible in the Professional Services Help section.

UPGRADE TO THE PROFESSIONAL SERVICES EDITION IS EASY FOR PREVIOUS QUICKBOOKS USERS

QuickBooks Premier Professional Services Edition will easily import current QuickBooks data into the new software. When upgrading to this Edition, prompts guide the process of importing data from existing files. Set up can be accomplished in less than an hour.

ACCESS ALL FEATURES AVAILABLE IN QUICKBOOKS PRO AND PREMIER 2005

Professional Services Edition offers all the comprehensive tools of QuickBooks Pro and Premier 2005, including these key features important to professional services firms:

- Remote Access powered by WebEx™ functionality provides the flexibility to access data from a client's office.
- Vehicle Mileage Tracker helps organize vehicle expense information.
- Fixed Asset Tracker collects depreciation information easily.

ADD-ON SOFTWARE

SORTED BY CATEGORY

Enhancement tools
Sales Management (includes remote access for sales)
Shipping
Manufacturing & Inventory
Financial Reports
Remote Access
Contractors
Project Management
Real Estate
Passwords and Permissions
Time and Billing

Enhancement tools

E-mail reports from QuickBooks

For QuickBooks users with versions prior to QuickBooks 2004

Email a Quickbooks report by creating a PDF file . The Win2PDF family of products creates PDF files from any Windows NT, Windows 2000, or Windows XP application. They install as print drivers, *select "print" from your application to create the PDF file. There is an option at the print screen to send as an E-mail.* Cost: Basic version is Free., the Pro version which allows for password protection of documents is \$69
Another site offers free file conversion to PDF format is PDF995.com. The free version is supported by sponsor links

QuickBooks Pro and QuickBooks Premier Version 2004 added the capability of e-mailing all forms, creating PDFs of all forms and creating or e-mailing reports in PDF format. Upgrades are priced at \$154.95. QuickBooks offers a free basic Online Billing service, which can be used to e-mail invoices, statements and estimates , the Deluxe Online Billing, (\$14.95 per month) offers additional features for managing billing and accounts receivable Both of these services requires registration of your e-mail. Click on the email icon → click on send → click on send now. The first time you will be taken to a page on QuickBooks website to register your e-mail address- don't forget to connect to the internet.

Transaction Copier

Transaction Copier for QuickBooks allows you to copy transactions and lists from one QuickBooks company to another. It is intended for use where transactions and list items are entered into one QuickBooks file and then need to be moved to another file. Examples include accountants doing monthly review for their clients and data entry in a temporary copy of the company file. A QuickBooks Add On priced at \$59

Sample iif files	You can import any transaction into QuickBooks from another software package using an .iif file. An .iif is basically a tab-delimited txt file with an iif file extension. Follow the link to QuickBooks.com for sample .iif files. You can open the sample iif file in Excel. You need to map your exported txt data to the format in the sample file. QuickBooks version 2004 makes the job easier by allowing an import directly from excel by assigning each excel column to a QuickBooks field such as customer name, address, phone number, price. Upgrades are priced at \$154.95.
Costco American Express	Cash Rebate Credit Card. Get money back and save time with transaction entry to boot! Download into QuickBooks your daily purchases to maintain better control on how, where, and why the purchases were made. An annual membership fee of under \$40 will can net you thousands of dollars in a rebate check depending on your volume of purchases.
Visa / Mastercard purchase transactions	ccImport is a transaction processing tool which will quickly and efficiently read downloaded statements and post them to QuickBooks. ccImport currently only accepts Quicken .QFX files (OFX version 1.02) and QIF files so check credit card website's download file types. QuickBooks 2003 Pro or Later is needed \$99.
Reconcile credit card merchant accounts	Get paid for every credit card sale -An easy way to match credit card deposits with the monthly credit card statements. A QuickBooks Add On priced at \$149.
Print Your Own Checks	Buy blank check stock, a separate MICR toner cartridge (about \$75) and save money by printing your own checks. Print Boss Express (can print a signature on the check and contains security features) will print the bank information from within QuickBooks. Requires a HP printer and before purchasing, decide if you want to dedicate 1 printer to checkwriting, or, change the toner each time you print checks. Or for a less expensive solution, preprint from blank check stock first with Versa Check or Check Magic Look for check stock that chemically bonds the laser toner to the paper so that any modification of characters printed on the paper requires the actual paper fibers to be ripped away.
Electronic payment from customers	New customers can provide their bank information which you can set-up to automatically withdraw your money on the due date. No more statements, telephone calls, collection agencies. Might be a very good alternative for service industries. A QuickBooks Add On priced at \$295 for 100 transactions.
Fax from within QuickBooks	Send an invoice, PO, etc. Fax directly from any program on your computer without fax modem or any additional hardware or software. Bypass the phone company to send faxes without long-distance charges. Access your QuickBooks 2002/3 customer and vendor lists to send invoices, quotes, mail merges and mass fax blasts in seconds. A QuickBooks Add On priced at \$7.95/mo.

Link documents to QuickBooks	Examples of businesses that might find this handy are wholesalers or contractors who must keep track of tax exemption certificates and tax exempt transactions. Manufacturers who need to keep track of engineering diagrams related to their components and/or parts. Insurance companies that must maintain secure patient records and claims related information. Legal Departments that need to keep secure copies of contracts and other legal agreements. Construction companies that must track contracts, change orders and signoffs. Companies that must maintain confidential employee records, including resumes, health forms, benefit forms, performance reviews, etc. A QuickBooks Add On priced at \$99 .
QuickBooks 2004 Premier will create a purchase order from a sales order.	QuickBooks 2004 For versions 2003 and earlier - Create PO's from Estimates If you use estimates and purchase orders, this tool looks to be very handy. Create a PO by assigning a vendor, purchase price and PO number to every item on the estimate. The tool is external to QB therefore, and requires importing the .iif into QB A QuickBooks Add On priced at \$69. A free trial is offered.
Auto Create PO's based on inventory levels	POMaker™ gives you the ability to decide how you would like to generate your purchase orders. Automate by products for a specific vendor based on thresholds that you predefine. Or, automate arbitrarily selecting all the products you would like to reorder and letting POMaker™ figure out from whom to order them.
Multi-user, limited license?	You have a 5 user license but 7 users need access to QuickBooks throughout the day. Do you purchase another 5 user license or AUTOCLOSE, a program that will the close QuickBooks on the most idle user automatically without the administrator's intervention . A QuickBooks Add On priced at \$395

Sales Management

SAM Sales Access Module Remote access for customers, staff and sales staff	Sales access management. Allows secure access for more than 5 users from anywhere in the world. Give Sales and support personnel access to view and process REAL TIME data THEMSELVES. Provides enhanced access to tasks and reports for your employees and customers (a need to know/access basis). Allow customers to enter the orders directly into the Sales Order window or look at their account information. The remote users do not need QuickBooks installed on their computer A QuickBooks Add On priced at \$100 per user.
Customer payment analyzer Transfer Utility	Inexpensive add-ons for credit management and time management .
Import Pay Pal Transactions	Including QuickBooks invoice or payment and the PayPal fee transactions.
Expense Reports	Get expense reports from the field in a format for immediate import into QuickBooks. Encourages timely submissions, control over costs, and timely chargebacks to customers (when appropriate) A QuickBooks Add On priced at \$69 per license.
Commission Tracking	Split commissions on an invoice between unlimited Sales Reps and prevent an invoice from being paid twice. A QuickBooks Add On priced at \$49
Sophisticated commission tracking	Setup complex sales commission plans ,Tracks sales, commissions and bonuses. Clear and complete sales commission statements. Complete reporting ability

Begin your web marketing campaign without a webmaster

A professionally designed website, eCommerce-enabled product catalogs, sophisticated email marketing, private customer accounts, and customer service tools - into a single streamlined eBusiness solution.

QuickBooks Customer Manager
New September 13th 2003

Information and task management tool that tracks customer information in multiple systems. This new software consolidates all of a client's critical customer information, and displays it on a single, easy-to-understand screen. Use Customer Manager as stand-alone software, or with QuickBooks Financial Software and Microsoft Outlook to reduce duplicate data entry ... and to give a complete view of customers' information. (5 users)

-- Organize contacts by groups and categories, and filter and sort contact lists, to-do lists, project lists, or communications histories.

--Changes made in QuickBooks or Outlook are automatically transferred to Customer Manager, and vice-versa.

-- View and track recent communications history. Save and review all customer interactions from the single screen--including notes, emails, letters, appointments, and more.

-- Toggle between both non-financial and financial data for any customer, with one click. A QuickBooks Add On priced at \$79.95.

Scan business cards and update outlook automatically. Then sync Outlook with QuickBooks, QuickBooks Customer manager

CardScan gets business cards into your PC without typing. Syncs with Plan, Pocket PCs, Outlook, Act, Lotus Notes, Goldmine. \$249.

AccuCard sends updates to all contacts by email to make sure contact information is accurate \$49/ year.

Shipping

ShipGear

ShipGear® transparently connects to your FREE UPS OnLine® WorldShip® to QuickBooks. A QuickBooks Add On priced at \$100 for single user .

Labels for mailing via US post

Access QuickBooks Customer/Vendor lists for bar coded labels for tracking, postage pricing and more. FREE

Manufacturing & Inventory

Below are just a few that we thought looked interesting, see the Intuit website for more solutions :

ERPlite an Inventory solution

ERPlite offers a truly complete and integrated manufacturing inventory software for small and medium size manufacturers.

Multiple Inventory Locations, Low getting started cost inventory software, Serial/Lot number Tracking, Different Units of Measure for Purchasing and Inventory, Work Orders, and much more. A QuickBooks Add On priced at approx \$900 (single user).

Numbercruncher work order solution	Work Orders™ - an innovative QuickBooks® companion program for manufacturers that handle inventory and/or order management. Work Orders interacts with QuickBooks for better controls and efficiency in the inventory and manufacturing process Work Orders™ features include: - Extensive inventory and component management - Works orders and order tracking - Bill or Materials, product cost and margin analysis A significant enhancement to QuickBooks Assemblies. A QuickBooks Add On priced at \$249.
Light manufacturing	For the light manufacturer, custom job shop, Visual Job Shop software integrates with QuickBooks and includes the following functionality: Estimating, Engineering, Sales, Inventory Control, Purchasing, Planning, Infinite Scheduling, Shop Floor Control, Shipping and Job Costing.
Inventory Control	Warehouse and Inventory Management Solutions Bin Location used to easily locate products, even handle dynamic storage. Serialized inventory: to keep track of serial numbers. Time sensitive material: to handle the inventory in the first-in-first-out fashion to avoid products such as food, drug getting expired. UOM(Unit of Material): to handle same item with different packaging. Wireless bar code terminal: to have full mobility in the warehouse or show room.
Price each item by the customer	Set “Per Item” price levels to match the right price to the right customer. Flexible price levels enable clients to set the exact prices they want to charge each customer for each item they sell.

Financial Reports

Smart Reports	Smart Reports tool is an Add-in that integrates into Excel and works with QuickBooks reports. It updates QuickBooks financial reports for presentation purposes. Produce highly customized monthly reports, picking up where QuickBooks leaves off. Merge two or more similar QuickBooks reports; Ability to move rows, merge rows, and delete row subtotals on a report; Forced-balance Balance Sheet. Designate which equity account should be used for the rounding difference; Re-label report rows and columns; Manage report headers and footers; Memorize specific instructions in Profiles; so different settings can be applied to different report types or similar reports from different companies. A QuickBooks Add On priced at \$179. As of May 2003, Intuit has added to its software products a report writer for accountants. Be sure to investigate all products for the one most suitable to your needs.
Regularly printing reports	Auto Reporter will facilitate in the running of a series of reports or memorized reports daily, weekly, monthly. It will format and generate reports, as well as change the dates. There is a QuickBooks Add On software sells for \$95.

Remote Access

Mangomind remote access **MangoMind software** offers a unique solution to **remote access QuickBooks** write-up. An easy-to-use, shared Internet workspace for mobile professionals, teleworkers, and geographically dispersed work teams. A step up from the QuickBooks remote access, no need to monopolize a computer in the remote location, the file is stored on a hard drive on the internet with access anytime, day or night. A QuickBooks Add On priced at under \$30 per month 5 remote viewers may work on the file at their convenience (if single user license is owned, only one at a time allowed in the file. The remote drive may be used for more than QuickBooks files. Consider those word files that need to be downloaded or those excel spreadsheets that require additional data.

QuickBooks Premier Editions

WebEx services: Premier Contractor, Healthcare, Non Profit, & Accountant's edition all include remote access capabilities. The free access (for the first year) will give you a taste of how convenient it is to access your books and records no matter where you are and what the circumstance. QuickBooks offers this service using WebEx services, a leader in remote access technology. Support for remote access may be obtained by e-mail by contacting WebEx at IntuitSupport@Webex.com.

For telework, travel and Inviting others to participate in a collaboration or a **demonstration of your product or service**. Hook up one PC for only \$15 per month on an annual plan. Only the host computer requires the service, not the remote computer on which you are working. Free Trial! GoToMyPC Personal allows you to remotely access your computer from any other Internet-connected computer in the world with almost any operating system through a secure, private connection. Named to list of Top 50 Web Sites by Time Magazine, April 2002. A QuickBooks Add On priced at \$19.95 per month

Free Remote access

VNC is used to tap into a colleague's computer to have a "joint session" on the one computer from our respective offices. Saves time, cuts down on chit chat and offers less disruption to the workday. Works remotely or with the WebEx service through QuickBooks Premier as a means of connection.

Do you have more than one location using the same QuickBooks file?

Remote accounting solutions will allow the bookkeeper or CPA to take the data file to add new transactions and prevent the sales department or office staff to make any new transactions until the file is returned. It simplifies the transferring of QuickBooks data and notifies those that the QuickBooks file is inaccessible, in addition it removes the desktop icon until the Bookkeeper/Accountant used the same utility to return the file and will then notify the file is available and replaces the QuickBooks icon onto the desktop. A QuickBooks Add On priced at \$10 per month

Data Transfer Utility allows QuickBooks users to quickly and easily transfer (merge) list and transaction data from one QuickBooks file to another QuickBooks file without erasing or overwriting existing data. A solution to non networked computers needing access to the QuickBooks file.

Contractors

Contractor solutions

AIA billing software - A solution for reporting Certified Payroll Reports, EEOC/Work Utilization tracking reports, Benefit Reporting, AIA format billing, and the generation of various contract documents. There is a nice slide show on their website that demonstrates what the AIA billing software can do.

Project Management

Smart Tools® Contact Manager

Contact Manager is used to create and retrieve documents. Built-in Easy Word Processor, Built-in Email Package, Manage Team To-Do Lists, Form letters, envelopes and Labels Share Customer and Vendor lists with QuickBooks. A QuickBooks Add On priced at \$159 .

Smart Tools Project Manager

One worksheet where you enter all your project information, dates and costs alike. Use QB estimates and list items to create project schedules. Project manager creates Perfect Gantt Charts in Minutes! A QuickBooks Add On priced at \$249 .

Web based project management

Easy to use online timesheets with components for expense reporting, hr, purchasing, contracting, invoicing and project management. Integrated with MS Project and Quickbooks with a one click synchronizer. Monthly fee based on features needed (10-99 users) ranges from \$ 11.95/mo to \$35.26/mo per user.

Real Estate

MyProp

Property Management System - Keep track of owners, buildings, units and tenants. When you add a building it uses the building name to create a Customer and Class in QuickBooks A QuickBooks Add On priced at \$79 .

Passwords and Permissions

An answer to QuickBooks limited password and restriction options¹

Plus a tool to design reports that are not available in QuickBooks

The **password and permissions** for a new employee seems to cause a dilemma for many employers. QuickBooks makes you choose - should you give your employee full access to department reports or none?

With this add on software, **QODBC**, you can reach into the QuickBooks database and select by field what information you want the employee to see. The software works with Excel and Word. \$99.00. Be sure to watch the demo's on the developer website for a great presentation of what can be done for an additional \$100, you can also create transactions and import them into QuickBooks. Finally, restrict employee access to some of the data and still give them the information needed to perform his/her job. A real plus is a users group moderated on the developer's website. Get help from those who have become proficient in the software. It will surely help get over the learning curve hump. For those knowledgeable in Crystal report writing, the developer sells a viewer product for \$99.00. Restrict use to the crystal report on a computer by computer basis. Provides an answer to increasing internal controls of the business. For those companies who do not have the expertise in excel or crystal, the developer also provides a report writing service.

Forgotten password?

There are several companies that proclaim to remove the password. Intuit seems to be the company of choice if you can wait 1 week for \$65 or get faster service for about double. Or do it yourself now with **Elcom** (\$30 home use or \$60 commercial) or **Lost password.com**. Make sure that your version of QuickBooks is supported.

Time Tracking

Flexible billing rates

BillQuick offers a dramatically streamlined method for invoicing, tracking time and expenses, project phasing, billing against retainers, and meeting the requirements from one-person offices to larger, network-based organizations. Assign a rate based on a customer, employee, task or any combination of the these three. In addition each job can have a different fee schedule assigned to it A QuickBooks Add On priced at \$395

QuickBooks Premier Version 2004 added the capability of assigning a different price per service item per customer. Upgrade for as low as \$279.95.

Timesheets on the Web 2

Webtimer uses a web interface to provide time recording from anywhere in the world. Provides the capability to edit time entries and to select whether to export these changes or not. Interface is written ASP for use with Microsoft's IIS internet server. A QuickBooks Add On priced at \$199.95 buys unlimited employee use.

Service call management

Service Repair Operations

Reclaim control over the operations of your business. Integrate the functions of your service business. Manage routing, scheduling and dispatching of service, repair and collection personnel. Control revenue (specializes in point of sale service calls), control inventory, controls costs.



INSTRUCTOR'S BIOGRAPHY & CONTACT INFORMATION

CHAPTER 24



J. CARLTON COLLINS, CPA

SHORT BIOGRAPHY

J. Carlton Collins is an accounting software analyst and the editor of the Accounting Software Advisor web site. Since 1984, Carlton has worked in the accounting software industry installing systems, consulting with end users, lecturing to more than one hundred thousands businesses, consulting to accounting software companies, publishing books, articles and web sites.

Carlton is experienced with many of the top accounting software packages such as MAS 500, BusinessWorks, Microsoft Dynamics & eEnterprise, Navision Attain, Microsoft Axapta, ACCPAC Advantage Series, Platinum for Windows, E by Epicor, Open Systems Traverse, MAS 90, MAS 200, Exact's Macola ES, Peachtree Complete Accounting, Solomon IV, SAP R/3, QuickBooks Pro, BusinessVision 32, and more.

SELECTED POSITIONS, AWARDS & ACCOMPLISHMENTS:

- Has published extensive articles on accounting software in the Journal of Accountancy .
- Has delivered over 1,500 technology lectures as far away as Australia & New Zealand.
- Past Chairperson of the AICPA Technology Conference.
- Past two-term Chairperson of the Georgia Society of CPAs PC Advisory Committee.
- Past five-term President of the PC Consultant's Group of Atlanta -- an which he founded.
- Has published articles in LAN Magazine, Accounting Today, and other magazines.
- Recipient of the Outstanding Discussion Leader Award from the Georgia Society of CPAs.
- Recipient of the AICPA Lifetime Technical Contribution to the CPA Profession Award.
- Named "Top Ten CPA Technologists" by Accounting Technologies Magazine.
- Lead author for PPC's Guide to Installing Microcomputer Accounting Systems.
- Has lectured in more than 40 States and five countries.
- Has delivered keynote lectures at more than a dozen accounting software conferences.
- Created the GSCPA National Microcomputer Consulting Certificate program.
- Has provided consulting services to many computer companies (*including Compaq, IBM, Microsoft, Apple, Novell, Peachtree, Epicor, Best, Softline, Exact, ACCPAC, Intuit, Peachtree, Great Plains Software, and others*).

Carlton's diverse background is an asset in providing his specialized consulting skills. He has six years of accounting, auditing and tax experience in the areas of health care, construction, distribution, automobile dealerships, insurance, manufacturing, and general business. His tax experience includes corporate, individual, partnership, fiduciary, and estate tax planning work. Carlton also has been heavily involved in the other areas of financial forecasts, bond issues, Medicare and Medicaid reimbursement, conventional financing, pension and profit sharing plans, and business planning.

CPE Course Evaluation Form

(In accordance with State Board guidelines, this form is retained as a permanent record of your attendance)

COURSE TITLE: QuickBooks for CPAs DATE: _____

NAME: _____

COMPANY: _____

ADDRESS : _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ E-MAIL: _____

Instructor's Name: J. Carlton Collins, CPA Excellent= 5 Very Good=4 Average=3 Fair=2 Poor=1

- | | | | | | |
|---|---|---|---|---|---|
| 1. The Discussion Leader's knowledge of the subject matter was: | ⑤ | ④ | ③ | ② | ① |
| 2. The Discussion Leader's presentation skills were: | ⑤ | ④ | ③ | ② | ① |
| 3. The learning objectives were met | ⑤ | ④ | ③ | ② | ① |
| 4. The course materials were valuable and contributed to learning | ⑤ | ④ | ③ | ② | ① |
| 5. The course content was relevant | ⑤ | ④ | ③ | ② | ① |
| 6. Time allocations were appropriate | ⑤ | ④ | ③ | ② | ① |
| 7. Please rate the quality of the facilities | ⑤ | ④ | ③ | ② | ① |
| 8. Please rate the effectiveness of the audio / visual systems | ⑤ | ④ | ③ | ② | ① |

COMMENTS

☐ I am a CPA

My Area is:

- ☐ Public Practice
☐ Industry
☐ Government
☐ Education
☐ Other:

My Position is:

- ☐ Owner or Partner
☐ Manager
☐ Supervisor
☐ Senior or staff
☐ Administrative
☐ Other

Our Services include:

- ☐ Systems consulting
☐ Acct. Soft. consulting
☐ Sell hardware
☐ Sell software

My Experience is:

- ☐ 0-5 years
☐ 6-10 years
☐ 11-20 years
☐ More than 20 years

My Reason for Attending:

- ☐ Subject
☐ Instructor
☐ Location
☐ Course Reputation
☐ Price

The Size of my Company is:

- ☐ 5 or less employees
☐ 6 to 25 employees
☐ 26 to 100 employees
☐ 101 to 500 employees
☐ 501 to 1,000 employees
☐ 1,001 or more employees

My Industry is:

- ☐ Manufacturing
☐ Retail
☐ Finance
☐ Services
☐ Health
☐ Other:

My Computer has:

- ☐ 64 mgs or less of RAM
☐ 64 - 128 mgs of RAM
☐ 128 - 256 mgs of RAM
☐ More than 256 mgs of RAM

My Hard Drive is:

- ☐ less than 10 Gigabytes
☐ 10-40 Gigabytes
☐ 40-120 Gigabytes
☐ More than 120 Gigabytes

I have and use:

- ☐ A Desktop computer
☐ A Laptop computer
☐ Both

My Computer has a:

- ☐ Scanner
☐ CD-ROM drive
☐ DVD Drive
☐ Speaker & microphone
☐ Video camera
☐ Back up Device

My Modem is a:

- ☐ 28,800 or 33,600 baud
☐ X.2 (56,000 baud)
☐ ISDN
☐ Cable
☐ DSL
☐ Other:

My Computer's LAN is:

- ☐ Novell NetWare
☐ Windows NT
☐ Windows for Workgroups
☐ Windows 95
☐ LANtastic
☐ Other:
☐ None

I Learned of this Course by:

- ☐ State CPA catalog
☐ Course brochure
☐ Newsletter ad
☐ Web site
☐ Catalog
☐ Word of mouth